



**MINUTES OF THE GOVERNING BODY
HELD ON TUESDAY 18 SEPTEMBER 2018 AT 1730 HOURS**

PRESENT: N Briggs (Chair), L Clapham, S Horsbrough, R Rehman, H Rush, M Thorp

IN ATTENDANCE: T Wright (clerk), R Lait (Local Authority)

APOLOGIES: R Butterfield, V Khanna

1. APOLOGIES

Noted above.

2. DECLARATION OF INTEREST/AGENDA CHANGES

2.1 No declaration of interest.

2.2 No changes to agenda.

3. MINUTES OF PREVIOUS MEETING (17 JULY 2018)

Received: Doc 01/18-19

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

Proposer: H Rush

Seconder: L Clapham

4. MATTERS ARISING (NOT COVERED ON AGENDA)

4.1 [item 4.7] N Briggs efficiently conducted five exit interviews during the last week of term.

4.2 [item 4.8] Unfortunately the SIF funding bid was not successful and the Government have now withdrawn all SIF funding; believed to be to fund teachers' pay rises. The teaching and learning bid was also unsuccessful.

4.3 [item 4.11] R Rehman had been confirmed as LA Governor. This was proposed to Clive Linnett and accepted.

4.4 [item 10.4] would be covered in item 10.

4.5 [item 13.12] Chair 360 degree feedback. Documentation had been identified. Emma Lister, Chair of Governors at Low Ash, will support the process and M Thorp and L Clapham will identify some internal resource to facilitate.

5. CORRESPONDENCE AND CHAIR'S ITEMS

Received: Doc 02/18-19 Instrument of Government

- 5.1 The Instrument of Government was last agreed in 2014 and was no longer fit for purpose as there was no longer a need to service Committees.
- 5.2 N Briggs proposed to move to 1 LA Governor, 1 Head Teacher Governor, 1 Staff Governor, 3 co-opted Governors and 3 parent Governors.
- 5.3 R Lait confirmed that no external review of Governance was required.
- 5.4 All Governors agreed the new Instrument of Government.
- 5.5 There were now two parent Governor vacancies and M Thorp and L Clapham were asked to take this forward.

Received: Doc 03/18-19 and 04/18-19 Governor Action Plans

- 5.6 At the last meeting a model of Lead Governor responsibilities was agreed.
- 5.7 Action plans have been received from R Butterfield and N Briggs. H Rush has also prepared her action plan and this would be forwarded to L Clapham. Action plans were outstanding from R Rehman and S Horsbrough. R Rehman was currently awaiting some benchmarking information to include. **Action: R Rehman and S Horsbrough**
- 5.8 L Clapham suggested at least one visit by Lead Governors in the autumn term. R Butterfield has made one visit and arranged a further visit.
- 5.9 Received: Doc 12/18-19. Resignation email from V Khanna received and read out by N Briggs.
- 5.10 L Clapham had received confirmation of School prioritisation as 3.

6. SCHOOL FINANCE

- 6.1 No further update was planned until Q2 monitoring.
- 6.2 The School was still pairing invoices from summer.

7. HEAD OF SCHOOL REPORT

Received: Doc 05/18-19 Head of School Report

Received: Doc 06/18-19 Unconditional Positive Regard poster

7.1 Attendance

- 7.1.1 L Clapham invited questions on the report.
- 7.1.2 L Clapham drew attention to attendance which was slightly lower than expected. Work had been on-going to identify non-returners and remove them from roll. A lot of effort had been made to recruit new children with a number of new starters since the start of term.
- 7.1.3 Last week's attendance was reported as 97.4%.
- 7.1.4 L Clapham will identify the number of families when future reporting on persistent absence. One pupil who had been absent for 70 days had been located.
- 7.1.5 M Thorp noted that data early in term can be skewed by small absences.
- 7.1.6 L Clapham had received some absence in term time requests which have not been authorised and would receive a fixed penalty notice.

- 7.1.7 N Briggs expressed concern that persistent absence was still a little high. *Q: N Briggs: asked about the proposed advertising for a pupil welfare officer and what the connection would be between resourcing and persistent absence?* L Clapham explained that the office staff were currently doing daily attendance, first day calling, chasing up and fines. The pupil welfare officer would have responsibility for reducing that figure through parental involvement opportunities.
- 7.1.8 Parents have been asked to let School know why children are absent to tighten up procedures.
- 7.1.9 R Rehman asked how soon the pupil welfare officer would be in post. L Clapham reported that the job profile was awaiting grading. It was likely an appointment would not be made until next term.
- 7.2 L Clapham noted that some class sizes have changed since the start of term.
- 7.3 N Briggs commended Paul Tillotson for his work throughout the summer.
- 7.4 *Q: N Briggs: why had there been an improvement in the behaviour and conduct of pupils?* L Clapham noted a solid input on training day regarding process of the policy but also understanding of the rationale behind the policy. This led to the poster of unconditional positive regard –focusing on every day being a new day and that it is the behaviour not liked rather than the child. L Clapham feels having three Assistant Heads has spread out leadership in School giving a more organised approach. L Clapham also noted the School have adopted “tidy hands”; hands in front of you. All pupils are being encouraged to walk on the left-hand side which is also helpful for VI pupils.
- 7.5 *Q: N Briggs: Why are numbers in year 3 lower?* L Clapham reported on a drop in birth rate in Bradford for that particular age group. L Clapham reported being much more proactive with admissions by making appropriate phone calls and taking cases before they go through the appeals process. L Clapham will be attending an access panel meeting later in the week which considers pupils not in school or that are looking for managed moves; a number of pupils have already been identified. The School would be willing to go over numbers where this was manageable in cases where there are places required for groups of siblings.
- 7.6 N Briggs noted numbers in nursery and reception were holding up well. L Clapham explained Danielle Wilson, Crossley Hall, was looking at a marketing grant for advertising early years and being flexible around what the School could facilitate.
- 7.7 Teaching and Learning Profile**
- 7.7.1 *Q: R Rehman: what plans are in place to further develop the teachers in the yellow areas on the profile?* L Clapham explained that drop-ins were currently taking place which will feed into performance management conversations by the end of October. Drop-ins provide positive, same day feedback for teachers rather than summative feedback. Drop-ins gave an indication as to whether an Assistant

Head is required in PPA time and what other support might be required. L Clapham also noted that all teachers except one have moved year groups and some have been given whole class responsibility so there was a period of adjustment to support. N Briggs reported on the granularity of the process to manage drop-ins, observations and feedback which he felt was 'top notch'. N Briggs suggested that Governors may want to ask the same question in three months' time. N Briggs noted the profile was much better than that of a year ago.

7.7.2 Q: *R Lait: How does the School moderate judgements for drop-ins?* L Clapham explained that herself and Assistant Heads have had discussions and been forensic on what they have seen and how they can provide support. Joint drop-ins have also taken place with less experienced Assistant Heads.

8. SELF-EVALUATION FORM

8.1 L Clapham has not updated since the previous version.

8.2 Q: *N Briggs: If the expectation is that the School has a HMI visit this term, what would the School be saying to the HMI?* N Briggs confirmed both in terms of teaching profile and the School as a whole. L Clapham noted 10-11 months of rapid improvement with huge staffing changes and key changes to teaching and learning and leadership, sharing of KS2 results and their impact, how data was much more tightly tracked and how the School monitors and evaluates. M Thorp noted that the School is bottom end to top end RI with some evidence of green shoots. R Lait confirmed that he felt the School would be deemed as taking effective action.

8.3 N Briggs noted that the Lead Governor responsibilities were important to show Governors were fulfilling their role.

8.4 L Clapham reported it had been suggested there was a pupil premium review. A Bowyer had recommended Adrian Guy. R Lait agreed that Adrian was very rigorous and, in terms of preparation for a HMI visit, would present the School with the right questions. L Clapham will explore further.

9. SCHOOL DEVELOPMENT PLAN

Received: Doc 07a-c/18-19 SDP

Received: Doc 08/18-19 Effective Lesson Feedback

9.1 Three documents were tabled; Leadership and Management, Teaching and Learning and Curriculum.

9.2 L Clapham felt this was now a manageable document with a format that was clear and made sense. The document had been validated by A Bowyer and L Clapham had found her feedback beneficial.

9.3 School priorities have been shared with staff and are on the staff room notice board.

9.4 L Clapham expected things to move fairly rapidly now as senior leaders were in place to take forward. There was a plan to discuss at beginning of

leadership meetings and M Thorp would do a half-termly meeting to monitor progress.

- 9.5 The School will use Teach First to support curriculum review. Leading Together Programme gives access to £5k with an application currently in progress.
- 9.6 *Q: S Horsbrough: How does IPC work?* L Clapham explained that a representative would attend the staff meeting next week with the aim of trialling units until Christmas and full launch in January.
- 9.7 M Thorp noted it was good to see that strategies put in place were based on current research.
- 9.8 L Clapham had made contact with some Schools who were reviewing their curriculum under a more strategic approach in order to share practice.
- 9.9 *Q: S Horsbrough: what are the timeframes for the SDP and had A Bowyer given any feedback on that?* L Clapham noted that A Bowyer had suggested a cover sheet detailing milestones to measure on-going impact.
- 9.10 H Rush reported she had done some research on reading and was happy to look into further. L Clapham noted that a group of parents had come forward as volunteers. L Clapham also noted she liked the idea of DABS coming in.
- 9.11 N Briggs asked Governors what would be the most effective way to show progress. L Clapham explained that Governors would start to see colour and rag-rating in each version. N Briggs suggested that Governors test rag-rating through criticality or randomness. L Clapham also suggested that Governor Action Plans provided a good opportunity to test. S Horsbrough asked if there was a way of noting impact once an action turns green. It was agreed that impact could be rag-rated and included in the SEF.
- 9.12 N Briggs commented on a good quality document.

10. ACADEMY UPDATE

- 10.1 Presentations were scheduled for 19th September from three academy trusts; Priestley, Pennine and Exceed. R Rehman, R Butterfield and N Briggs confirmed attendance. Apologies were received from S Horsbrough and H Rush due to work commitments.
- 10.2 Following the presentations, further investigations would be done with potentially some visits to academies to observe how they operate and impact.
- 10.3 N Briggs questioned what the process would be for making decisions. M Thorp clarified that Governors would need to decide if the School should academise, after which time they would need to consider which academy trust to choose.

11.20 QUESTIONS FOR GOVERNORS

Received: Doc 32/17-18

- 11.1 M Thorp offered to match up Governor action plans to questions.
- 11.2 N Briggs noted that Governors would require some feedback on whether they were effective.

12. SAFEGUARDING

- 12.1 N Briggs enquired as to any safeguarding issues.
- 12.2 M Thorp reported that the fence had been further discussed. It was agreed that School was not inherently unsafe but it was felt best practice in the long-term to obtain a quote for certain areas of School to have higher fences.
- 12.3 R Lait asked if staff were aware of safeguarding changes made from September. L Clapham confirmed training had taken place which had been monitored by R Butterfield. The revised policy was also tabled for item 14. The KCSIE declaration had been issued to staff and Governors. R Butterfield was due to attend School on 19th September to talk further about safeguarding.
- 12.4 M Thorp noted there had been discussion regarding the road outside school and that having staff outside at the start of the day seemed to have solved any problems. L Clapham reported that more presence from Hanson at the bottom gate had also helped. N Briggs suggested monitoring this with managed risk assessments.

13. GOVERNOR VISITS

Received: Doc 09/18-19

- 13.1 R Butterfield had visited and joined in with the KCSIE quiz.
- 13.2 N Briggs encouraged Governors to visit and complete the visit report template.

14. POLICY REVIEW

Received: Doc 10/18-19 Child Protection and Safeguarding

- 14.1 The revised policy highlighted changes in KCSIE 2018. No other updates had been made.
- 14.2 M Thorp clarified the process for staff if a child makes a disclosure or highlights a concern; the member of staff must physically go to a named person and report, this should not be emailed or reported on CPOMS, the named person would then take it forward. All Assistant Heads were designated safeguarding leads.
- 14.3 R Butterfield had indicated his agreement with the updated policy.
- 14.4 N Briggs noted that last year there were questions as to whether the safeguarding policy was fit for purpose. L Clapham clarified she had worked on the policy with Crossley Hall and that the policy had been through the recent Ofsted inspection with no concerns raised.

Received: Doc 11/18-19 Behaviour Policy

- 14.5 The policy had been revised to include unconditional positive regard (UPR). No other changes had been made.
- 14.6 Q: *N Briggs: where had UPR come from?* L Clapham explained this underpinned the rationale behind the behaviour policy which was not about punishment but about giving opportunity to modify and learn from behaviour

and understanding why children behave the way they did. Some children have complex home circumstances for staff to be aware of. M Thorp further explained that the behaviour policy and UPR was based on a piece of work by Tom Bennett, Leading Classrooms, who had looked at Schools with the least exclusion and most inclusive approaches. S Horsbrough confirmed this was founded in other research also.

14.7L Clapham noted that staff appeared to be delivering messages with enhanced confidence following training and she had seen a definite improvement in how the policy was being delivered.

14.8S Horsbrough commented that the approach was not the easiest way with challenging children but was the best way.

15. ANY OTHER BUSINESS

15.1 R Rehman had emailed both the workload toolkit and nursery funding to L Clapham. L Clapham noted that the nursery funding had a lot of criteria, one of which was the School had to be 'good' unless there was evidence that the School was rapidly improving. L Clapham would look at this further. L Clapham did not feel the workload toolkit would be particularly helpful. Both M Thorp and L Clapham felt there were other ways to effectively address how staff can manage workload in terms of staff well-being and working smartly. M Thorp, L Clapham and the Assistant Heads had all attended a two-day course on mental health first aid. The plan was to filter this through to all staff and year 5 pupils to end up with mental health first aid buddies in School. The School had now adopted a 'don't email after 6pm' rule. H Rush commented this was a big thing in the media at the moment and recently became law in France, it was felt to have a big impact on mental health.

15.2 R Lait noted that the School was clearly moving on which was very positive.

15.3 Some annual declaration forms were still outstanding; the clerk would contact individual Governors to chase up.

15.4 N Briggs asked Governors for their comments on the School visit prior to the meeting. R Rehman found the change and openness of the School refreshing. R Lait agreed there seemed to be so much more space. H Rush commented how the School had a vision in January which had now been realised. L Clapham felt the new uniform had made a big difference with around 99% of children wearing it.

There being no other business, the meeting closed at 1905 hours

Minutes approved by Chair:

NAME: Mr Nick Briggs

SIGNATURE: _____

DATE: _____