



**MINUTES OF THE GOVERNING BODY
HELD ON TUESDAY 5 MARCH 2019 AT 1730 HOURS**

PRESENT: N Briggs (Chair), R Butterfield, L Clapham, S Horsbrough, M Thorp

IN ATTENDANCE: T Wright (clerk)

APOLOGIES: R Rehman, H Rush

1. APOLOGIES

Noted above.

2. DECLARATION OF INTEREST

2.1 No declarations of interest.

3. ANY OTHER BUSINESS AND AGENDA CHANGES

3.1 Ofsted Framework to be added in any other business.

4. MINUTES OF PREVIOUS MEETING (18 DECEMBER 2018)

Received: Doc 37/18-19

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

Proposer: MT

Secunder: RB

5. MATTERS ARISING (NOT COVERED ON AGENDA)

5.1 [item 11.1.2] COMPLETE – policy amended.

5.2 [item 7.3.4] Additional data around reading was included in data circulated for today's meeting.

6. BUDGET UPDATE

Received: Doc 38/18-19

6.1 Pages 1-3 was the budget proposed at the beginning of the year.

6.2 Monthly monitoring was still being undertaken by the LA who look at variations.

6.3 Quarter 3 income report showed overall effect of variances at £99,853. Narrative on variances was provided.

6.4 The majority of the variance was due to BD2 club income which was misleading as this money comes in and was then accounted for in salary

- expenditure. The club would be handed over to St Francis' who would run it from Easter. It was noted that the club makes a small profit each year but there were concerns around the impact on core service and it was a non-core liability for the school. Staff running the club would be absorbed back into school. There would be no major saving for the school but impact on delivery was expected to improve.
- 6.5 The school received the early life skills grant as Bradford was in the new opportunities fund area. The grant supported additional sports clubs and a richer curriculum for children in school.
- 6.6 *Q: NB asked why St Francis was chosen to run the BD2 club and if they would provide a good provision?* MT explained that a private provider had been considered but the club would still have run on site creating possible conflicts, St Francis were trialling an after school club. It was agreed that the quality of the BD2 club was not a School concern as this was not core, however, the club would be run in a school by school staff so it was expected to be of decent quality.
- 6.7 On the quarter 3 expenditure report it was noted the staffing variances were due to incorrect coding. There had been a movement from UPS to less experienced staff. Education support staff were previously coded incorrectly. A variation of £18k on supply was due to supporting long-term absences, the majority of which have now resolved so this was not anticipated to be an annual liability. The expenditure variance of £89k was roughly in line with the income variance.
- 6.8 An in-year surplus of £51k was expected. Taking into account the deficit brought forward of £40k an overall surplus of almost £11k was predicted by 31st March. This surplus represented 0.54% of the budget, the LA required surpluses to fall between 1-6%.
- 6.9 The deficit budget had been closed.
- 6.10 It was noted that the staffing profile was significantly different now.
- 6.11 NB noted at the beginning of the year new invoices were still being received and asked if this had now ceased. MT clarified this has now mostly resolved with things cropping up occasionally. It was expected that the budget set at 1st April would have everything accounted for with a greater degree of granularity.
- 6.12 Leaders met with AR in January 2019 who was satisfied with the budget position. The LA was aware of the School's intention to explore academisation so they will be keen to not be left responsible for a deficit budget.
- 6.13 There was £19k of capital unspent with only £17k recently received. It was proposed to spend half on ICT equipment and this would be brought to the next meeting.
- 6.14 *Q: SH asked if AR had been asked if any money could be reimbursed for the HR investigation.* SH had received some reimbursement for such an instance previously. It was agreed MT would explore. NB noted a tenuous link with historic issues.

- 6.15MT reported that the financial position was tight but moving in the right direction and under control.
- 6.16RB noted that governor services would be changing in April with no flat fee but an opportunity to pay by course or buy in-house courses.
- 6.17NB expressed thanks to MT and Jenni Taylor.

7. EBM REPORT

Included in item 6 above.

8. HEAD OF SCHOOL REPORT

Received: Doc 39/18-19 Head of School report

Attendance

Received: Doc 40/18-19 Attendance Update

- 8.1 The attendance update was tabled as this had not been included in the report. The table was presented from recommendation on how data was received through ASP with extra columns to provide a comparison with the previous year.
- 8.2 LC noted that persistent absences related to 47 pupils.
- 8.3 The School's attendance challenge targeted children below 90% to work with children and their families to improve. 28 children on the challenge were due to finish the following week with 17 of those children in early 90%*s*. Children who had not raised their attendance would move into the next round of attendance challenge with any other additional children who have fallen into that category. Children receive a letter and a postcard to acknowledge achievements.
- 8.4 It was noted the attendance officer had been absent for 6-7 weeks.
- 8.5 LC reported that 76 children had previously had 100% attendance and this had increased to 85 children.
- 8.6 Small changes were resulting in a slow cultural change. There had been 38 fixed penalties issued as opposed to 0 previously which was contributing to setting a culture around the importance of attendance.
- 8.7 NB noted some piecemeal improvement with SEN numbers. LC was seeing the effects of systems put in place earlier and will aim to keep that momentum going.
- 8.8 NB asked for an update at the next meeting in relation to attendance monitoring.
- 8.9 RB reported that Ofsted were scrutinising attendance more in the new framework looking at what was being done, especially with persistent absence, was it working and being monitored and if there was no effect what remedial action was being taken.
- 8.10LC felt that the best attendance was where the stronger teaching was so would expect a natural impact with better teaching. *Q: NB: how could you show that to us, that the quality of teaching relates to attendance?* MT felt this was a broad principle that children attend school because it was interesting and exciting. SH agreed it would be difficult to drill down and that

it would not give an accurate picture but that when attendance improved across school the school improved as it was a culture and ethos change which improved attendance. LC noted that attendance was definitely discussed more and there was a sense of pride with 100% attendance badges and parents talking about attendance. SH suggested picking a few children to case study. All Governors agreed.

Pupil numbers

- 8.11 The update on pupil numbers was presented to be able to identify where classes have spaces and are over-subscribed.
- 8.12 Q: *NB asked if there was any expectation of house building in the area.* LC was not aware of any. SH was involved in some work last year on predicted places in Bradford and building work, East1 was where the demand for school places was highest but not enough to require expansion. MT reported that the prediction around pupil numbers was never correct as it was based on birth rate predictions and housing developments.
- 8.13 LC noted a good increase in nursery numbers with 48. NB asked why the increase in uptake which LC felt was due to an extra push for January intake. LC would want it fuller sooner in future and will look at ways to do that. SH noted that as school improved, people with younger children would want to get their foot in the door. LC reported that parents were regularly saying they could see the school was getting better which would work in the school's favour.
- 8.14 NB noted one previous fixed term exclusion but none this time. LC clarified one child had been moved to Horizons and was half-way through that part-time 12-week placement with a view to a 4 week extension. LC has seen a reduction in incidents and the level of aggression that child was displaying.
- 8.15 LC reported one social care referral this term which was not accepted.

Data

Received: Doc 41/18-19 AREX Update

- 8.16 LC reported that the level of maturity in year 6 had increased. Some adjustments had been made in the adult support to ensure adults understood the importance of access arrangements. There will now be a focus on hitting greater depth.
- 8.17 Q: *SH: What does the combined look like?* LC confirmed around 86% which was much higher than usual. NB noted this would correlate with the numbers presented.
- 8.18 MT noted that the 45-86% does not represent a 41% increase but related to teachers making sure they match up and target appropriately.
- 8.19 Breakfast boosters were taking place.
- 8.20 Bookmarks of support were in place so staff know what children need and relationships are building positively.
- 8.21 MT noted that key stage 2 measures above the national average did not make a good school, this must be backed up with good Year 6 teachers. It was agreed the quality of education should start in nursery.

- 8.22 Q: *SH asked what was the prediction for GLD?* LC reported the School have been selected for moderation for reception, looking at 68%. *SH asked about year 2.* LC confirmed this was broadly national, not as high as would like but not the strongest of cohorts. *SH asked what this year's reception cohort was expected to achieve at year 2.* LC would expect them to be above national at year 2. MT clarified that the key to all progress measures in the School are at greater depth.
- 8.23 The report showed Year 6 reading at 15%. It was noted that 21 pupils were 6 marks off greater depth and they are now being targeted. There was a greater depth reading group where significant gains have been made.
- 8.24 In maths, 12 pupils have boosters with year 6 teachers one afternoon per week.
- 8.25 Q: *NB noted that year 6 presented a job well done and asked how this information was communicated around school and whether it raised any eyebrows around the teaching profile.* LC explained that because of the coaching model recommended by Anne Bowyer, the teaching profile was regularly discussed with assistant heads. *NB asked if there were any perceptions from individuals themselves.* LC did not think so and sensed a culture where it was still down to year 6 teachers to get the results. LC noted a lot of face to face celebrations where staff were regularly praised.
- 8.26 LC noted two teachers were leaving at Easter and there were two fixed term contracts until August so there would be a round of recruitment again.

Received: Doc 42/18-19 Condition Survey Priority Items

Health and Safety Update

- 8.27 This was based around the building survey. There was a fire safety survey in 2016 and a further update would be undertaken. Everything marked as category A on the survey had been done and other items would be prioritised.
- 8.28 RB reported on the new Ofsted framework noting the provision for SEND, challenging work set for children, being prepared for life in modern Britain, community and parental involvement, quality of performance, high level and well trained Governors who are prepared to challenge and add value, safeguarding.
- 8.29 RB reported that for the 20 Questions for Governors, academies have 21 for Trustees, the extra question being what has each Trustee added in value. NB suggested looking at this in item 45.
- 8.30 LC explained the new international primary curriculum which was implemented in January 2019. The next stage would be to look at how to enrich curriculum experience. The Teacher First income of £10k would be spent on high risk connect (£7.5k) with the remaining £2.5k to research what a good curriculum looks like which may entail going further afield to explore some international primary model schools. Q: *SH: How do you find the IPC matches with the needs of the community?* LC reported that they had to be careful looking at units and what they meant to the children, recognising

what was taught this year may not be appropriate for the next cohort so taking a flexible approach. LC noted that the IPC has changed significantly. 8.31 LC reported that a year 6 residential trip had been booked for next year with trips more linked to experiences.

9. QUALITY ASSURANCE FRAMEWORK

Received: Doc 43/18-19

- 9.1 MT explained this was the first time the document had been produced and is something that will develop further. The document provides a way to look at a school on a page and quickly identify where further assurance may be required. The document should be an accurate reflection of what Governors are told about the school. The document paints a picture of a school with some good features but that is RI. At some point the Chair and Executive Head Teacher will discuss the further detail.
- 9.2 SH felt this was a useful tool to give a concise overview of the School with a focus and starting point. MT noted that when working with the framework across several schools this would provide some benchmarking although national benchmarking was still being used.
- 9.3 MT will present the document on a termly basis.
- 9.4 NB suggested that a people satisfaction measure would be useful in the future. SH agreed it would be useful to get other people's view of the school to compare with LC and MT. NB further agreed this would be good when undertaking due diligence on other schools as a benchmarking process.

10. SECTION 8 INSPECTION

Received: Doc 44/18-19

- 10.1 LC reported that this had been a positive process, the School were well prepared and the team came together well. The inspection did not identify anything unexpected which was reassuring. Pleasing comments around reading were received. The relationship between Grove House and Crossley Hall was identified as a strength. Comments made by pupils themselves were a strength and they wanted to share how much they loved the school. In summary, there were lots of successes and positives but there was still a great deal of work to do, especially with the teaching and learning profile, it was not about getting the core purposes right and strong and building on those.
- 10.2 SEND was raised as something to work on which prompted the SEND interim report to assure Governors. The followed a methodical approach. Further time was needed to strengthen.
- 10.3 NB commented on a remarkable first year and that the passion of the HMI feedback was clear.
- 10.4 NB reported he did have to battle without information on the SEND. LC has asked for SEND journey to be documented so far. This would be discussed further under item 12.

- 10.5 LC noted it was good to see staff receive the positive comments from the inspection compared to information they may have received previously. This provided external verification that the School was doing the right thing which has helped to create an element of trust.
- 10.6 Q: *NB asked if there was anything from parents or the community.* LC said not but she had prompted something from one parent who had commented that LC must be very proud. Q: *NB asked when the next parent consultation would take place.* LC confirmed this would be between 9-11 April. *SH asked if there was a questionnaire this year.* LC confirmed there was one planned. LC informed Governors that she sat with some parents during the craft mornings who were really positive and interested in what would be happening next, LC will try and capture this. NB will try and attend parent consultation dates.

11. KEY DATA UPDATE

- 11.1 Nothing further to add. Awaiting year 2 data.

12. SEND UPDATE

Received: Doc 45/18-19

- 12.1 NB expressed thanks for a good start.
- 12.2 LC explained the report identifies ranges 1-7 but beyond range 4/4a they would look at whether mainstream provision appropriate. Range 1 and 2 are typical and are dealt with through quality first teaching.
- 12.3 Pupil centred plans have been put in place which gives the child more ownership of their plan.
- 12.4 NB feels as though the School has had to implement systems not previously in place. LC confirmed and explained that the information initially available was minimal so a lot of time has been spent meeting with parents.
- 12.5 *NB asked for more information on the plans and interaction with parents.* LC reported that plans would be brought together from evidence from books, assessments, teachers, meeting with parents and making sure they were aware of the next steps whilst making sure the child remains at the centre. *NB asked SH if this was good practice.* SH agreed. LC further reported that it was easy to identify the level of need and what was in place for them.
- 12.6 Q: *NB asked about the SENDCo's interaction with teachers, what has been done and how that works.* LC explained that at the beginning of the year they were trying to bridge a relationship between the ARC and school through joint training, regular meetings with the ARC and specialist teachers and working together on part of Iris connect project. *NB asked about the return on investment.* LC noted that a great deal of work had been done to get to the current point, the focus was now on assessment of the children and being able to evidence even small steps of progress and the value on funding.

- 12.7 SH reported she had met with the SENDCo where they talked about a breakdown and tracking SEND attendance with progress. LC explained this was being done more as a whole school and MT reinforced this by noting that children that have less attendance than expected are being tracked as a matter of course.
- 12.8 NB asked for thanks to be passed on to the SENDCo.
- 12.9 It was agreed that SH would make another visit before the end of the year.

13. SELF-EVALUATION FORM

Received: Doc 46/18-19

- 13.1 LC reported that the SEF uploaded was the one provided to the HMI.
- 13.2 MT noted that the Section 8 report praised the SEF for being brutally honest and highly accurate.
- 13.3 LC explained the next step was to review when there was more certainty around the new Ofsted framework and fitting in with those headings rather than the current headings.

14. See confidential minute

15. LEAD GOVERNOR RESPONSIBILITIES AND ACTION PLANNING

- 15.1 NB suggested a return to recruiting parent governors when academisation has progressed.
- 15.2 NB would schedule a meeting to visit school, SH would visit before the end of the school year and RR had agreed to would wait for the budget information before visiting.
- 15.3 NB reinforced the priorities for Governors as pupil premium and SEND as highlighted in the Section 8 inspection.

16. POLICIES AND REVIEW

Received: Doc 48/18-19

- 16.1 Staff Expenses Policy was approved.

Received: Doc 49/18-19

- 16.2 Severe Weather Policy was approved.

17. CHAIRS ACTIONS AND CORRESPONDENCE

- 17.1 NB noted that the quarter 2 budget monitoring was signed off by MT and NB under chair's action.

18. GOVERNOR TRAINING AND VISITS

- 18.1 RB had attended the Governor forum on data.
- 18.2 RB was due to attend a safeguarding update.

Received: Doc 50/18-19

- 18.3 MT noted a draft version of the Vision and Values was on the shared drive for Governors to review.

- 18.4 RB reported that a new Governor training schedule from the LA would be issued for April.
- 18.5 MT noted that more people were accessing information and training through the NGA.
- 18.6 It was agreed that a log would be kept of Governor training and copies of certificates kept in the Governor's file.
- 18.7 It was agreed this would be a standing agenda item.

19. DATE OF NEXT MEETING

7 May 2019 at 1730 hours

There being no other business, the meeting closed at 1900 hours

Minutes approved by Chair:	
NAME:	Mr Nick Briggs
SIGNATURE:	_____
DATE:	_____

CHAIR: