

MINUTES OF FULL GOVERNING BODY MEETING
27TH APRIL 2015
4.30 P.M. AT MAIN BASE

Present

Claire Marshall (Chair), John Bradshaw (Acting Principal), Mark Harvey, James Brown, Melissa Daly, Hardeep Dhinju, Helena Mandleberg, Jeff Rooker, Kacper Saar, Jenny Smith

Non Governors in attendance

Sharon Blair-Burke, Vicky Miller, Kiri O'Flynn (Leadership Team), James Power (Consultant), Kristina Murphy (Strategic Development Manager), Alyson Ralphs (Clerk)

	Item	<u>ACTION</u>
1.	<p><u>Introduction of New Governors and staff attending</u></p> <ul style="list-style-type: none"> Everyone around the table introduced themselves. 	
2.	<p><u>Data Training and Information Briefing</u></p> <ul style="list-style-type: none"> Refer to handout. James Power introduced himself and his background. Due to the unique nature of JBS there are no datasets from Raise Online, the Ofsted data dashboard or the DfE performance tables. We can search for other hospital schools but comparison if not easy. There are 3 or 4 data sets (internal) where teachers input Working at Grades (WAG'S). Baseline assessments need to be carried out. Governors to talk to people in their link sectors. Find out data, learn how to interpret data and ask accountable questions. Need to show pupils are making national expected progress Helena asked who defines average? It was confirmed the Government. James explained Progress 8 means 8 qualifications that pupils can sit. Measured on a new point scoring system. Removing letters and introducing numbers. Need to show schools ability to make expected progress. What if pupils do not take 8? Pupils who do less subjects have lower fine point scores. DfE are asking schools to provide score cards. All schools should have information readily available. Staff were asked at the last data collect to put in predictions of what they think pupils will achieve. 35% of pupils are expected to get C and above in English and 44% in Maths. Pupils need attention if they are not achieving in either English or Maths to improve life chances. Need to maximise the progress of pupils. James Brown – can we add national expectation to the charts? James Power would do this. Scorecards to be sent to governors showing national expected figures. 	JP

- Need to refer to national not main stream.
- Case studies to be prepared to show context.
- John explained the history of showing JBS progress. Ofsted felt this was not aspirational. Ofsted want to see national and want to see the individual child.
- Lots of data in school but not available to middle leaders.
- James looking at systems to ensure they are robust and data input is correct.
- Sectors have different formats in different areas. James outlined there was cross over in Heads of Sector and Heads of Curriculum.
- Need to raise expectations. Just collecting Working at Grade (WAG) is not enough, we need to add context.
- Vicky Miller - good way to show this is for other agencies to help.
- Measuring progress over short period of time – trialling new system to show progress.
- Hospitals – can be adapted to any period.
- School is accountable for the pupils' progress.
- Claire asked if we have P levels? It was confirmed there are some in Pathways and Hospitals but very small numbers.
- Trying to drive every pupil to achieve and try and make a difference.
- Progress for specialist sectors needs to be captured.
- Approximately 3000 pupils go through JBS but not many get to Year 11 so progress is important.
- James Brown – will teaching methods change or have pupils reached their ability? Baselines and interventions have taken place but acknowledge we need to improve on this.
- If progress is not being made we need to ask are we offering a more applied curriculum.
- James will be working with staff to look at all angles of data and will be meeting as many staff as possible to look at communication. Triangulate different areas to gain an accurate picture of how JBS operates.
- Information not consistent and not robust.
- Jeff Rooker – Will it be possible for JBS staff to explain the numbers on the next Ofsted visit? John explained that the next inspections will take into account the context of the progress of pupils.
- Huge potential for systems to be improved.
- Good results are still required.
- Jenny Smith – Do we have the systems to equip pupils? Sharon Blair-Burke said social and emotional support available.
- Kazz Saar - Governors to have more direct access to systems. James Power outlined a read only system to help governors see data and drill down into the information. Governors to come in and meet James to look at data. Recommendation in HMI update.
- Jeff Rooker – there is not a comparable school – can we aggregate 4 or 5 special schools? John said we can compare Dovedale against a medical PRU and compare hospitals. Compare each site to similar schools. Sector heads could look at this.

3.	<p><u>Apologies</u></p> <ul style="list-style-type: none"> • Apologies had been received from Ben Bury, Clive Reeves and Mark Yorke. <p>All governors present accepted these apologies.</p> <p><u>Absent</u></p> <ul style="list-style-type: none"> • - <p><u>Declarations of Interest</u></p> <ul style="list-style-type: none"> • None <p><u>Minutes of Previous Meetings and Matters Arising</u></p> <ul style="list-style-type: none"> • The previous minutes were checked for accuracy • Cross subsidising from Pathways and Home Teaching. Need to know why and ensure it is acceptable. Useful to analyse by sector. Mike Burton to report to finance. • Ali had completed a new staff list as the previous list was out of date. • Mike Burton looking at the admin structure. • Safeguarding – on the agenda. • No comments received concerning the accounts. • Jenny and Claire are meeting tomorrow. • Staff election under way. • Parent election to be undertaken as soon as possible. • Kristina had resigned as parent governor therefore we now have two parent vacancies <p>All governors present accepted the minutes of the meeting held on 23rd March 2015 as a true and accurate record.</p> <p>Mark Harvey proposed, Kazz seconded</p>	MB
4.	<p><u>Ofsted Update/HMI Feedback</u></p> <ul style="list-style-type: none"> • Sue Morris-King deemed the action plan fit for purpose. She will send a letter in 10 days and would visit again in the early autumn. This will be a Section 8 inspection of teaching sectors. • Larger team in spring 2016 and could be out of special measures then. • The target is to come out of special measures by summer 2016. • She acknowledged a lot of work had been done and recognised that regarding safeguarding it is better to get on with actions. • She would like to see documentation on monitoring and evaluation. • Sue Morris-King thought there was really good progress. John to send out notes. • Happy with governor actions, e.g. new quality governors. Impressed with the talent. • Strategy of bringing in external support was good and we had held off bringing other schools in and not being taken over. • Impressed with all the people that reported back to her. • Autumn team of 2, spring team of 5. • Pleased we were looking at what we need now. 	JB

A. Mell 1/6/15

- More frequent governors' meetings required for next year.
 - Good how we systematically monitor what we are actioning. Governors to take a point of the action plan, e.g. spot check attendance and report back strengths and weaknesses and what we are doing.
 - James Brown thought restructuring governors to sectors was very positive.
 - Kazz – supportive.
 - Mark Harvey – more systematic and evidencing improvements. Good we are not rushing to restructure. Leadership taking on additional roles. On the right track.
 - Jenny Smith – impressed Leadership had “grasped the metal” and the enthusiasm. Jenny agreed regarding safeguarding policy, it is important to get practice right first.
 - Sue Morris-King does not see an issue with employing NQT's. *recommended no more than 3*
 - Keep up the pace and the focus.
 - Needs to be evidenced on the ground.
- Updated Leadership Structure
- Refer to handout.
 - John explained this was the structure operating this term. Sue Morris-King thought this was a good model.
 - John outlined the roles to new governors.
 - Leadership taking on additional roles that VP's used to do. James is acting as a leadership coach and Kristina has a similar role developing data systems and quality assurance of safeguarding. John handed out a draft job description for Kristina.
 - This is an interim model. We need continuity and this model provides that.
 - James Brown queried where the Heads of Maths and English sat? John confirmed Kiri and Mark are managing this at Leadership level. English and Maths given more time – no more than 60% teaching timetable. External consultants working on this too.
 - Jenny queried the HR Manager. John confirmed this was being advertised this week and should be in post by the end of the summer term.
 - Claire Marshall was concerned that Woodlands is not being covered whilst the member of staff is off. Who will be managing cover staff? Mark Harvey and John had met with Hardip today. John said it was more about staff coverage. There needs to be more flexibility across the staff.
Sharon pointed out that when she managed the hospital sector there was a rotation of staff and there may be a need for a larger team. Sharon to have input.
- Proposed Pathways Model – September 2015
- Ofsted are not happy with anything less than full time provision due to the safeguarding issues.
 - Sharon presented a proposed model. This would enable pupils to do more.
 - Steve Williams had looked at the proposed model, made comments and Sharon had taken these into account.
 - 3 different groups – recent Home teaching (Starters) 20%, Intermediate 40%, Transition – 80%. Run a 4 day model and keep Wednesday free for creative

	<p>curriculum, e.g. ASDAN, leisure, short course or English and Maths.</p> <ul style="list-style-type: none"> • Sharon said the small groups work. • Sue Morris-King was comfortable with the model providing we can demonstrate the review period is ongoing. • Strong recommendation that we move forward with this adapted model. • Doesn't make a difference if they are sole or dual registered. • From 20 to 36 full time pupils. Possibly 1 additional full time teacher required. • There is an increase in funding for Pathways of £120,000. Costings are affordable. • Virtual classroom – Lead Teacher required. • Hardeep queried provision on Wednesdays. Sharon confirmed teaching would be across 5 days. • Hardeep queried what Ofsted meant by where pupils are and are they safe. John explained we are currently setting up a provision where they are at home. • Kristina questioned would we know we were expecting the pupils on a Wednesday? Sharon confirmed we would as each pupil would have a plan. • Support required by CAMHS for evidence. • Vicky explained the system for requesting information for evidence. • Kiri – Park View didn't feel education was a priority for them. CAMHS looking at a similar model to Sharon's model. BCH feel education is key part of recovery. • Claire proposed that Sharon look at this and John bring the detail to Staffing and costs go to finance. James Brown seconded. All governors accepted the model on this basis. • Jeff Rooker asked when this model will start? Sharon confirmed September 2015. • Claire thanked Sharon for her time in putting together this model. 	
5.	<p><u>Safeguarding, including reportable incidents</u></p> <ul style="list-style-type: none"> • Refer to handout. • It was agreed reportable incidents would be presented half termly. • Snapshot of progress with issues. • Reviewed information on staff passes to include DSL information. • Agreed to have 3 coloured lanyards – green for permanent staff and governors, Orange - other professionals and supply and Red – visitors without DBS. Much easier for pupils and staff to identify with. • Vicky is meeting with Edwina Langley regarding attendance strategy. Kristina and Vicky looking at safeguarding policy. Using Keith Youngson, Fox Hollies Designated Senior Lead (DSL) until Heads of Sector trained. • Keith offering special school support, Tracy Stone – Rookery (primary), Harry French – Greenwood. • Safeguarding training for sessional teachers to be made mandatory. • Attendance coding to ensure there is consistency, especially D codes. • Mark Harvey said governors are happy they are being informed more. • Appointed 3 pastoral support workers, 2 starting 1st June, and internal candidate starting 29th June. One already in post. 93 applications. 	

A. Mill 1/6/15

	<ul style="list-style-type: none"> ● <u>Site Security</u> ● New reception areas for Northfield and Dovedale and gate at Parkway. ● Costs £100,000 for 3 sites. ● Pathways – pupils currently escorted through Parkway. Evidence that pupils do not like this, disruptive to Parkway pupils – new staircase will cost £155,000. Work could be done in the summer holiday as planning permission already in place. ● £255,000 in total to carry out the above work. School do have reserves and can afford to do this. ● Building regulations will need to be looked at. ● John asked governors to agree the work in principle and delegate John to work out the final detail. Finance to look at this and ensure the delegated powers are adhered to. ● Does it disadvantage any other part of the school? It was confirmed no. ● James Brown queried disabled access. Sharon confirmed there is a lift available. ● Vicky queried arrangements for the reception area for Pathways – there will be a visitor signing in system. Needs to be a buzzer at the bottom and top of stairs. ● Hardeep asked about the other sites. With regards to Willows John explained the changes happening in NHS. A new ramp had been provided. There was a new handover from classroom to ward. Good to have reception at the front. Makes sense to have work done at the same time. ● John to look at costings for Willows also. ● Error on fifth figure from the bottom on costings and wrong date on budget were highlighted. ● James asked if the jobs under £20,000 had to come to governors. Claire said the EFA prefer to do jobs as a whole. ● Develop further at finance. 	JB
6.	<p><u>Residential Trips</u></p> <ul style="list-style-type: none"> ● Kiri and Vicky are taking on the role of Educational Visitor Co-ordinator. ● Refer to handout. ● High volume of trips. ● John highlighted policies are in place but governors had not informed before of residential trips. ● Emergency and contingency plans are in place but need updating. ● Hardeep queried if risk assessments were to be carried out by teachers – Vicky confirmed yes, this was a checklist for governors. ● Link governor required for trips. ● Kiri highlighted KS3 and 4 trips. Next year to take place in the autumn. ● Parents meetings take place. ● Kristina questioned how pupils on low incomes are catered for? Vicky confirmed Looked after Children (LAC) are paid for or payment plans put in place. Staff talk to pupils about the trip and then contact parents. Do not prevent anyone going. Discussed at review meetings. 	

	<ul style="list-style-type: none"> • Have turned pupils away on risk assessment and individual circumstances taken into account. • Look at fully funding the trip next year. Valuable respite for parents. • Kazz suggested fundraising involving pupils. • Alyson queried if the Year 11 Prom could be considered for funding. This to be looked at alongside trips. • More items around pupils to come to governors. 	
7.	<u>Principal's Operational Report</u> <ul style="list-style-type: none"> • Refer to handout. • John updated governors on staff movements. • Increase in teaching assistants at Dovedale. • Helena asked if there was a problem attracting talent. It was thought a lot of people want to work for JBS. • Hardeep questioned if the expenditure was covered in the budget? Additional Pastoral Support Workers (PSW's) and additional Teaching Assistants (TA's) would cost around £150K. Less money to be spent at the top and more at the lower level posts so fairly neutral. 	
8.	<u>Governing Body Briefing Report</u> <ul style="list-style-type: none"> • No report. 	
9.	<u>Governing Body Development</u> <ul style="list-style-type: none"> • A governor visits leaflet and form was handed to Helena, Melissa, Hardeep, Jeff and Jenny – these forms are required to evidence action plan. Questions to be reviewed. • Sue Morris-King visits - Claire, Kristina and Jenny to link to Ofsted. • Information on school governance training handed out. • Jenny had attended the Birmingham City Council Governor Conference and would report back on this. The conference had announced an upcoming SEN Conference and Jenny was interested in attending this. 	
10.	<u>Policies Update</u> <ul style="list-style-type: none"> • No policies were presented. • Staff code of conduct policy to be reviewed. • Disciplinary policy to be reviewed and simplified. • DRB policy update service – need to check what the service is. • Rationalise policies. • Helena has experience – Alyson to follow up. 	AR
11.	<u>Correspondence</u> <ul style="list-style-type: none"> • EFA not available at present as currently 'in purdah'. • Sue Morris-King will send a letter within 10 days. 	
12.	<u>Any Other Business</u> <ul style="list-style-type: none"> • Draft website available. Kazz asked governors to have a look and send any comments to him. 	ALL

	<ul style="list-style-type: none"> • Kazz leaving at the end of half term. Claire congratulated Kazz on his new appointment and wished him good luck. • Claire highlighted a breach in confidentiality from the local authority. Claire looking at a different service for certain staff activities as no-one responding from the City Council. <p>Jeff Rooker felt strongly that we should follow this through. Birmingham City Council is not in a position to refuse questions. If they are not offering support a refund should be sought. Move to break away from Birmingham City Council completely.</p> <p>Kristina Murphy and James Power left the meeting at approximately 7.30.</p> <ul style="list-style-type: none"> • John referred to the job description for the Strategic Development Manager. • John explained data systems needed looking at. • Claire said we needed to get Kristina in quicker to look at systems. • Safeguarding Policy - Hardeep queried why this said 1.6.15. Sue Morris-King has said it is more important to get on with the actions than the written policy. Confident that staff know who they go to and what they do. • James Power needed for a longer period as data is important. <p>John Bradshaw left the meeting at approximately 7.45.</p> <ul style="list-style-type: none"> • Staffing, Pay and Safeguarding Committee had unanimously agreed that John should have a contract for one whole academic year. Sue Morris-King said this was a wise way forward to take us out of special measures. • James Brown queried the notice period? Claire and John to sit and look at this. Claire to bring back a proposal. Current VP's earn more than John. Relocation package could be looked at e.g. pay accommodation? <p>All governors present unanimously agreed to award John Bradshaw a contract for one academic year.</p>	CM
13.	<p><u>Confidential Staffing Update</u></p> <ul style="list-style-type: none"> • See attached. 	
	<p><u>Date of Next Meeting</u></p> <ul style="list-style-type: none"> • 1st June 2015 <p>The meeting finished at 8.00 pm</p>	

A. M. M. 1/6/15