

MINUTES OF FULL GOVERNING BODY MEETING
28TH SEPTEMBER 2015
5.00 P.M. AT MAIN BASE

Present

Mark Harvey (MH)(Acting Chair), John Bradshaw (JBra) (Acting Principal), Claire Marshall (CM), James Brown (JBro), Ben Bury (BB), Alastair Cowen (AC), Melissa Daly (MD), Hardeep Dhinju (HD), Charlotte Dyer (CD), Georgina McMath (GM), Kacper Saar (KS), Jenny Smith (JS)

Non Governors in attendance

James Power (JP) (Consultant Senior Leader), Kristina Murphy (KM) (Strategic Development Manager), Alyson Ralphs (AR) (Senior Clerk)

	ITEM	ACTION
1	<p><u>Apologies/Declarations of Interest</u></p> <ul style="list-style-type: none"> • Helena Mandleberg, Clive Reeves and Jeff Rooker had sent their apologies. <p>All governors present accepted these apologies</p>	
2.	<p><u>Annual Elections/Nominations/Appointments for September 2015</u></p> <ul style="list-style-type: none"> • The clerk asked all governors present if they would like to stand as Chair. Only CM put herself forward as Chair and left the room. <p>All governors present voted unanimously to re-appoint CM as Chair of Governors for another 1 year period.</p> <ul style="list-style-type: none"> • The clerk asked all governors present if they would like to stand as Vice Chair. Only MH put himself forward as Vice Chair. <p>All governors present voted unanimously to re-appoint MH as Vice Chair of Governors for another 1 year period.</p> <p><u>Committees</u></p> <ul style="list-style-type: none"> • Refer to governance structure, local committee dates and link governor role documents. • The following committees were agreed: <ul style="list-style-type: none"> Finance and Audit Committee:- <ul style="list-style-type: none"> ○ Helena Mandleberg (Chair) Agreed at the committee held on 10th September 2015. ○ Mark Harvey ○ James Brown ○ Alastair Cowen ○ John Bradshaw 	

Staffing and Pay Committee:

- Clive Reeves (Chair)
- Melissa Daly
- Claire Marshall
- Alastair Cowen
- John Bradshaw

Curriculum and Standards Committee:

- Ben Bury
- Melissa Daly
- Charlotte Dyer
- Hardeep Dhinju
- Georgina McMath
- John Bradshaw

Safeguarding and Premises Committee:

- Mark Harvey (Chair)
- Ben Bury
- ~~○ Melissa Daly~~
- ~~○ Charlotte Dyer~~
- ~~○ Hardeep Dhinju~~
- ~~○ Georgina McMath~~

- John Bradshaw
- Kasper Saar

Ofsted Monitoring Committee:

- Claire Marshall (Chair)
- Jeff Rooker
- Jenny Smith
- Mark Harvey

Dismissals, Discipline and Appeals Committee:

- Mark Harvey (Chair)
- Claire Marshall (Vice Chair)
- All other governors except staff governors

Link Governors

• Governors discussed and agreed link governors as follows:-

- Attendance – Mark Harvey
- Governing Body Development – Claire Marshall and Alyson Ralphs.
- SEN – Ben Bury and Melissa Daly
- Safeguarding (including Looked after Children) and Single Central Record – Mark Harvey
- Data – Hardeep Dhinju
- Equalities – Jenny Smith
- Pupil Premium – Helena Mandelberg
- Parents – new parent governor
- English and Maths – ~~Melissa Daly~~ Ofsted Monitoring Committee.

	<ul style="list-style-type: none"> The following local committees were agreed: <ul style="list-style-type: none"> Dovedale <ul style="list-style-type: none"> Melissa Daly Hardeep Dhinju Hospitals (BCH, Woodlands, Heartlands, Good Hope and City) <ul style="list-style-type: none"> Claire Marshall Jeff Rooker Ben Bury Northfield <ul style="list-style-type: none"> Jenny Smith Another governor required Parkway <ul style="list-style-type: none"> Mark Harvey Alastair Cowen Bridgeways <ul style="list-style-type: none"> Mark Harvey James Brown Specialist Provision (Ardenleigh, Newbridge and Larimar) <ul style="list-style-type: none"> Kazz Saar Charlotte Dyer Willows <ul style="list-style-type: none"> Helena Mandelberg Another governor required Hardeep sent apologies for the curriculum committee on Wednesday 30th September 2015. 	
4.	<p><u>Minutes of Previous Meeting</u></p> <ul style="list-style-type: none"> Minutes were checked for accuracy. Juliet has developed revised questionnaires for pupil and parents on survey monkey and these will be rolled out this week in the teaching centres. AR to invite Juliet to safeguarding committee. HD is now accessing emails. MB has had the media bus valued at £40-50K but this is not the commercial value. MB looking at what someone would actually pay? Heritage Museum, Community Group Castle Vale, young people in the community. JBra to progress and present this to the finance committee. Finance training arranged for 7th October 2015. HM will cascade training to other governors. 	<p>AR</p> <p>JBra</p>

cc Mel 30/11/15

	<ul style="list-style-type: none"> • MH to undertake DSL training. • JR attending the next pupil parliament. MD interested in attending a future pupil parliament meeting. JBra said a school council meeting is an alternative. • Governor spreadsheet to be sent to governors to add their skills. <p>All governors present approved the minutes of the 6th July 2015 as a true and accurate record. MD proposed, HD seconded.</p>	<p>MH</p> <p>AR</p>
5.	<p><u>Governors Pecuniary Interests</u></p> <ul style="list-style-type: none"> • Pecuniary interest form had been sent with the agenda. All governors to sign in the meeting. 	
	<p><u>Reflection from Governor Conference – key issues raised</u></p> <ul style="list-style-type: none"> • JBra updated governors on the governor conference. • JBS curriculum – specific subject centres. Transport pupils between sectors. • Vertical age groups a possibility. • Look at where pupils are in their education. • CAMHS and the support they give. • Look at alternative curriculums – Steiner model. • Post 16 provision - JBro – how do we make that happen? • GM – explained she is still looking at last years Year 11 and some are dropping out (more home taught pupils). Pupils need to be engaged. GM attending a 14-19 participation team meeting on Wednesday to look at online learning (NISI). • CM & JBra had met with Peter Hay who acknowledges there is a problem with provision. • Could look at funding for a further provision. Pupils are dropping out of college placements. Reflect where they are with their education. • Claire Neal – outreach with colleges to see what they can put in place to avoid drop-outs. • NISI learning – more remote teaching online for pupils who cannot access school due to mental health. • Peer support programme – e.g. work with Rookery School. • MH – Curriculum fit for pupils including vocational. • MH impressed with work around assessment and appraisal of teachers. • Sharing of good practice. • JBro – Do Ofsted and DfE state which subjects we should teach? Could Art and Hairdressing be considered? • CD highlighted there are legal requirements – Ofsted require a broad and balanced curriculum. • DfE still measuring eBacc. • Difficult to have a broad curriculum due to numbers. Over time we can develop this. Much harder for pupils to make progress because of their issues. 	

- Ofsted and DfE do not necessarily agree on subjects that should be taught.
- JBro – is there anything other schools are doing that JBS can mirror.
- Curriculum committee to look at the feedback from the conference and look at the curriculum.
- CM – curriculum needs to be for the pupils.
- MD – suggested asking the pupils and find out what they would like to be doing.
- CM – emotional resilience for pupils.
- GM – pupils could regress at college. Entry level 3 on how to cope.
- MH – it is about helping pupils attend.
- Low attendance – if there are engaging curriculum pupils will attend.
- HD queried what work the Pastoral Support Workers were doing? Looking at impact measures – is attendance improving and are they getting pupils into class? It was confirmed they are working closely with families. KM conformed it is improving in pockets, picking pupils up from home. Pastoral workers reactive and not pro-active. Need to skill workers up.
- Pastoral curriculum is strong, e.g. how to keep yourself safe.
- HD – when did the pastoral support workers start? May/June 2015.
- MH asked what governors thought of the evening. Positive. MH – learnt a lot around achievements and concerns around pupils not making 3 levels of progress and the work being carried to improve this.
- KM didn't think the governor for attendance and safeguarding should be the same person. Attendance link governor required.
- JBra – a lot more can be done to improve attendance. Local committees to look at the various areas not just one governor. All governor's responsibility.
- Doesn't make sense to do an average attendance. Need to look at sector by sector. Can compare attendance of teaching centres.
- KM handed out the attendance figures and explained the detail. Parent governor could pick up attendance. Key added to be added. First three weeks of the term.
- Are you 100% the data is accurate? KM – no.
- HD – what does the data represent? Cumulative attendance and pupils in and out. Teaching centres stable – more movement at BCH.
- KM explained the registration codes.
- HD questioned the attendance figures at Ardenleigh. Half the pupils not attending. JBS have no control over attendance at centres like Ardenleigh.
- CD – numbers need to be viewed with caution because of the low numbers. 1 pupil can skew data.
- HD – should we record data differently – JP – yes we are looking at this.
- Have to capture am/pm sessions. Only funded for 5 hours.
- JH – we need to help Ofsted understand our figures. Something that sits behind it. JBS attendance not acceptable. Ofsted say pupils are entitled to 25 hours.

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	<ul style="list-style-type: none"> • HD queried attendance in the teaching centres, e.g. Parkway. KM confirmed this was due to incidents and coding issues. 	
6.	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • <u>Progress on 175 audit actions</u> • KM updated governors on the progress, 77% compliant – increase in 5%. • Piloting SIRENS at Parkway and incident awareness. Staff using the system. • Whistleblowing policy going out to consultation. • Safeguarding training day – FGM. • Attendance policy in draft. • Governor’s feedback form on QA system. Training required on what information is required. • MH proposed that governors accept the safeguarding policy. A lot of the work went into the policy over the summer. • Consultation process – KM met with MH, DSL Lead and consulted with all staff and governors for feedback for 1 week. Gathered feedback and 16 comments. Mostly positive feedback. Easier to navigate. Minor changes made. • KM thanked governors for their feedback. • Children 0-18 some governors questioned the age group. KM confirmed it is not just about age it is about other pupils, e.g. siblings. • Birmingham Authority – we have to use local framework as this is where we refer to, e.g. MASH. • Individual flow diagram – working in partnership with other organisations so slighter different for different sites. • Name of governor in the document– all staff must be aware, live document. • <u>Governors role in individual cases</u> • Governors should not know the details about individual staff as they may be sitting on a panel in future. JBra highlighted the safeguarding policy is live and will change regularly. • Major changes will come to full governors. <p>All governors present agreed to adopt the safeguarding policy. BB proposed, JBro seconded.</p> <p>MH thanked KM for her hard work and time and the staff and governors who gave their input.</p> <ul style="list-style-type: none"> • <u>Approval of Key Stage 4 residential</u> • Governors discussed the options. • MH asked if individual pupil risk assessments were undertaken. BB confirmed they were. 	

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	All governors present approved the residential trips in principle. CM proposed, KS seconded.	
7.	<u>Exam Results and Actions</u> <ul style="list-style-type: none"> • Governor access now available for SISRA. • JP offered to sit with governors to look at data before a visit. • Refer to handouts • JP outlined the difference to the subjects. • AC – has this now been changed. JP confirmed it had. • KS4 not reported externally. Not in tables or raise online. • Letter from DfE saying they will not be formally be collecting KS4 data. • Sole registered – no exams, e.g. pupils from abroad to BCH, left before their exams. • 9 pupils taken off. • JP confirmed overall grades have gone up but pupils are still under achieving. • Maths – level 4 pupils appear to have underachieved. Need to look at teaching and sectors. • Government have changed the moving from 3 levels to progress 8. • Schools that do not offer 8 subjects will struggle. Government converted grades. New expected grade will be a 5. DfE ramped up what is a good pass. Measures moving forward are higher. • Effective baselining to be undertaken. • JP explained what used to happen with JBS progress. • Breakdown of the different sectors. JP highlighted English at NF • AC could we add national dataset to the sheet so governors can see. JP to do this. • SISRA enables you to drill down into the data. • Lots of successes, pupil premium look like they are achieving but overall it shows pupils are underachieving. • AC queried – Geography – PW. 5 student 50% 3 levels of progress. JP said this was because one of the 5 did not have a KS2 level. • Numbers are small in each centre. No real patterns. • Data is holding the school back but we are working on this. • CD – helpful to record our turnover. Triangulate with attendance, assessment data, how long the pupil has been with us. • Developing measures for each subject to show how long a pupil has spent in the subject. • JB asked if we have an agreed test that pupils can do when they start with us? JP confirmed pupils have their SATS results. We also do baseline tests. JB are DfE ok with this? JP said they do not measure us on this. 	JP
8.	<u>Principal's Report/Ofsted Action Plan Update/SEF</u> <ul style="list-style-type: none"> • Refer to handout outlining sectors. • JBra outlined the current vacancies. 	

	<ul style="list-style-type: none"> • JBra asked if governors would be available for interviews. Good practice for governors to be involved. JBra to circulate dates to governors. • There are concerns over staff absence. Reviews of referrals to occupational health. MH felt if staff were off with work related stress they should be referred straight away. • JS – has the HR Manager commented on this? JBra has asked her to look at this. Also looking at policies. • Pupil spaces in sectors. • Need to make other agencies aware of what we do at JBS. • Buildings work – safeguarding improvements at PW, DD and NF completed over the summer. Staircase delayed but would be ready in the next few weeks. • Action plan recently updated. • Department self evaluation information will be available soon. • Expect Ofsted any time. Some governors may be required to attend to be asked questions. 	JBra
9.	<p><u>Feedback from Sub-committees</u></p> <ul style="list-style-type: none"> • Safeguarding – training event went well. Safeguarding is everyone’s responsibility. Good to see all the staff together. • Next training day to be held on Monday 30th November. All governors welcome. • JBra to check if sixth training day is still required. • Finance – Helena Mandelberg was appointed Chair of Finance at the meeting held on 10th September 2015. • First link governor local committee took place at Parkway on 21st September 2015. Parent’s event in December 2015. Can governors raise this in other sectors. Parents are seen at review meetings. No focus on subjects. • Northfield – Year 11 event taking place. • GM - Coffee morning at Northfield. Parents and carers, SENDIASS and Advocacy Matters invited. After school meeting at Dovedale with Year 10 and 11 parents on how to support their children with college placements. • CD – suggested celebration evening instead of parents evening. It is how it is sold to parents. Progression evening at Northfield. • BB highlighted sectors do meet with parents at reviews. • CM – local committees need to have more than 2 people. Look at who is best to get in the room. Meetings will be clerked and Alyson will collate minutes for the DfE to see. • Staffing committee – ongoing issues being managed. • Ofsted committee – Bridgeways model presented. Next meeting to look at attendance – pastoral support workers attending. 	JBra

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10.	<u>Governing Body Development</u> <ul style="list-style-type: none"> • CM had attended prevent and safer recruitment training. • AR to look at safer recruitment training for all governors. • MD had attended the safeguarding training day which covered FGM. • HM booked onto introduction to school finance training and the finance committee will have training on 7th October 2015. • AR to send Training schedule to all governors. • AR to order NGA Governors handbook for all governors. 	AR AR AR
11.	<u>Policies Update</u> <ul style="list-style-type: none"> • Safeguarding policy agreed as above. • Attendance and Whistleblowing policies out to consultation. 	
12.	<u>Correspondence</u> <ul style="list-style-type: none"> • Letter from Peter Lauener – EFA – outlines accountability. • Finance handbook changes to be sent to all. • CM highlighted extra expectations on the Finance Officer – legal duty to report any governance issues. • Letter from David McVean – DfE – CM wrote to them but has had no response. They had seemed to have confidence in us after Rob Wye’s visit. Information in hand – CM to set a timeline for the information to be sent. JS – suggested CM go back to them with a robust response. 	AR
13.	<u>Any Other Business</u> <ul style="list-style-type: none"> • MD would like more information regarding English and Maths link role. • JS would like more information on equalities link role. <p>AR and staff governors left the room.</p> <p>CM updated remaining governors on a confidential item.</p>	
14.	<u>Date of Next Meeting</u> <ul style="list-style-type: none"> • Monday 30th November 2015 at 5.00 pm 	
	The meeting ended at 7.15pm	

Handwritten signature and date: 30/11/15

