

MINUTES OF FULL GOVERNING BODY MEETING

29TH SEPTEMBER 2014

4.30 P.M. AT MAIN BASE

Present

Claire Marshall, John Bradshaw (Acting Principal), Mark Harvey, James Brown, Ben Bury, Kristina Murphy, Clive Reeves, Kacper Saar, Mark Yorke

Non Governors in attendance

Denise Fountain (Vice Principal), Iain Johnson (Vice Principal), Alyson Ralphs (Clerk)

Absent

Apologies
See below

ACTION

1. Exam Results

- Refer to hand-out.
- Denise had presented the results to staff at the first training day in September.
- Ofqual advise against comparing year on year. A-D 90%
- Iain said ICT did not count as 2 grades this year as in previous years. ABC art also does not count. Speaking and listening has come out of English.
- SLT were impressed with the results.
- Closed the gap in Maths and English.
- General studies introduced towards the end of the year. Pupils did exceptionally well.
- KS3 61% had made 2 sub levels of progress, 84% 1 level of progress.
- iGCSE – literature as well as Language. Pupils did very well.
- James queried the blue and red. Denise confirmed blue exceeds national progress and red is national progress.
- Kristina queried if the subjects with asterisks are because they were bright or one to one teaching. Spiky profiles. Latin – came from grammar school. Textiles small cohort.
- Denise confirmed results had not been sent out immediately as we had been waiting for further results.
- Kristina queried the Health and Social Care results. Denise confirmed it was the 1 year shortened course with GCSE D-G achievable at level 1. Denise speaking to Head of Curriculum about pushing pupils to do level 2.
- Georgina McMath – new Careers Education Information Advice and Guidance (CEIAG) as Connexions had ended. Accountable for destinations - 90% of pupils continued on to positive destinations.
- Kristina queried what NEET is – Not in education, employment or training.
- Mark asked how this compared to other pupils. John confirmed this was Priority 1 in the SEF 80% - JBS above most in the City.
- Easter check to see if the places have been sustained positively. Georgina having a massive impact, liaison with colleges. Learning Support Plans – now Educational Health Care Plans (EHC's). Not sure how it will impact on next year's pupils.

- John confirmed the reduction in NEET was a significant improvement.
- Kazz asked if this included all tertiary education. Yes. Analysis takes place on the colleges.
- James queried how this would be interpreted by Ofsted. Denise confirmed Ofqual advise not to compare year on year as very different each year. D's this year would have been C's last year.
- Iain – Average for hospital schools is 4%. JBS are exceeding mainstream progress. 1 in every 3 did better than main stream progress. 2 in 3 got main stream progress.
- John stated that context is crucial.
- Entries are low.
- Monitored groups – pupil premium group, 2 looked after. Most able do outperform.
- Statemented pupils doing very well. Would suggest the gap is closed and are attaining the same as their peers.
- Pupil premium pupils do very well. Ofsted will question as we are funded extra for these pupils.
- Couple of questions, Black and Asian achieve well but progress isn't as good. Work to be done with Heads of Curriculum.
- Girls versus boys – not a massive difference.
- KS3 and 4 similar progress rates.
- Mark queried if the results could be compared to pupils with Psychosis. Denise stated it was hard to know where to find the information to compare the data to as there is no national data for this.
- KS2 – only 4 pupils. Massively different to last years' cohort. Some missed next level by 1 mark. Dovedale pupils not with us for all the year. Progress is significant.
- Areas of focus – see last page of hand out.
- DT to be looked at over time. Resistant materials room at Parkway not being used, only 1 teacher across the school.
- Ben queried General Studies – Denise confirmed it equates to 1 full GCSE.
- English and Maths – pupils must continue until grade C achieved.
- James – do we know what the cohort this year is like? 2014 cohort; Yellis showed majority of pupils in Band D (as in SEF), this years' cohort (2015) Yellis predicts a slightly more able cohort.
- More linear exams this year.
- Quite a few melt downs this year over pressure of exams but teachers doing their best to prepare pupils.
- Mark – what are you most proud of? Progress stands out 63% making national progress, 31% exceeding. 1 in every 3 pupils did better than national expectations.
- Art figures up and making outstanding progress and great results.
- Dovedale had done exceptionally well. Credit to Caroline Mace and her team.
- Kristina pointed out there was a high staff turnover at Dovedale so this was good.
- Claire thanked Iain and Denise.

2. Apologies/Declarations of Interest

Minutes of Previous Meeting & Matters Arising

- Apologies had been received from Alison Teague.
- All governors present accepted these apologies.
- Alyson and James declared an interest in item 5.
- Governors reviewed the minutes of the meeting held on 7th July 2014. Claire apologised for the lateness of the minutes, this was due to the complexity of the meeting.
- Minutes were checked for accuracy.

All governors present accepted the minutes of the meeting held on 7th July 2014 as a true and accurate record.

Mark Proposed, Kacper seconded.

- Governors reviewed the minutes of the meeting held on 14th July 2014.
- Minutes were checked for accuracy

All governors present accepted the minutes of the meeting held on 14th July 2014 as a true and accurate record.

Ben proposed, Clive seconded.

Matters Arising

- Claire confirmed she has a record of the minutes where staff governors, James and the Clerk were asked to leave the room and these will be held by Claire.
- Company Secretary role – since the last meeting it was found that the service offered by Browne Jacobson was in fact £400 and this included some of the elements that the Clerk carried out. Alyson had offered to carry out this role in addition to her Clerk role.
- James queried the legal responsibility on Alyson. Claire confirmed Alyson was covered under the academy's insurance/indemnity.

All governors present approved Alyson Ralphs as Company Secretary.

- Three additional finance meetings had been added to the calendar.
- Alyson had emailed details of childcare claims to governors.
- Safeguarding paragraph had been added to data checking sheet for all staff to sign.
- Alyson to arrange a meeting with Mark and Di Hoban to discuss the Speech and Language post.
- Denise was unable to send out a communication on a new timeline for the restructure as this had not been sent to her from the restructure committee.
- Restructure to be discussed later in the meeting.

3. Ratify Annual Elections/Nominations/Appointments for September 2014

- James was uncomfortable with the current situation and had met with Mark to discuss concerns. James felt he and staff governors should have been included in the appointment of the Acting Principal. He felt the appointment of the Acting Principal had huge financial implications. Governors may have voted differently on the appointment of chair if they knew the decision to appoint an external Acting Principal.

CC Miller 8/12/14

- Claire was happy for the election of Chair and Vice Chair to take place again.

Claire Marshall left the room.

- The Clerk asked if anyone else wanted to stand as Chair. No one put themselves forward.
- Discussion took place on whether we should appoint Claire Marshall just because no other governor wanted to stand and should we approach the local authority. Alyson quoted the articles of association "governors should elect a Chair and Vice Chair from among their number".
- Governors were asked to vote.
- **Claire Marshall was appointed as Chair of Governors by a majority vote.**

Mark Harvey left the room.

- The Clerk asked if anyone else wanted to stand as Vice Chair. No one put themselves forward.
- Governors were asked to vote.
- There was a majority vote to appoint Mark Harvey as Vice Chair of Governors.

Mark Harvey was appointed as Vice Chair of Governors by a majority vote.

All governors present agreed to ratify all other appointments from 7th July 2014.

4. Principal's Report including SIP and SEF

- Claire introduced John Bradshaw to governors.
- Claire confirmed options had been sent to the Vice Principals regarding the Acting Principal position. The Vice Principals had asked Claire to look at the option of appointing an external Acting Principal.
- John thanked the Vice Principals, Alyson, Claire Brown and all the staff for helping him settle in.
- John felt it was important that governors work closely with the Vice Principals over the next couple of months.
- John felt all the systems are in place and the school is running smoothly.
- SIP and SEF were presented John pointed out not many schools update so rapidly.
- John had emailed all staff on Friday thanking them for making him feel welcome.
- John conscious that no Ofsted for 6 years. John had visited most of the sectors. The bar has been raised and expectations have changed. There have been many improvements and there is a good story to tell. Ofsted focus on progress.
- Good level of resourcing at JBS, good accommodation. Progress – gaps are closing.
- Increase in numbers and in results. Lots of improvements since last inspection, e.g.
 - Pathways/HT – attendance a lot better, good progress. Increase in outstanding, new accommodation, more pupils encouraged to attend.
 - BCH – very impressed, outstanding teachers. Relationships with NHS seem good. Hardip had shown John new data planning systems that will be put in place once Wi-Fi is available.

C. Mulla 8/12/14

ACTION

- Willows – attendance better, relationship with new ward manager better.
- Parkway – attendance better, progress, role of the TA's. Marking very high standard.
- Context sheets very helpful
- Ardenleigh – quality of teaching improved over time.
- Lots of positives across the school. Pupils seem happy to be educated at JBS.
- One or two ^{potential} safeguarding issues at one or two sites. Adaptation of entrance areas will remedy this.
- Priority 8: post 16 – September 2015 unlikely. September 2016 more realistic.
- Support staff performance management – John agreed a new system would be a good idea.
- Behaviour (SIP Priority 3) to be looked into further.
- New SEN Code of Practice – Education Health Care Plans (EHC's) - quite significant implications for governors. Di Hoban to do a presentation at the December meeting.
- Capital bids need to be done by the end of this term.
- Finance – John had met with DRB who are looking to see if the funding streams are going to be delivered, we could be £100,000 short. There are less pupils across the academy than usual. Di had looked at the referrals and the numbers were lower. More analysis required. Denise felt it was likely to be the post 16 pupils.
- James pointed out we had healthy cash reserves, he was worried this shortfall would affect the pupils. He wouldn't want to see any detriment to the pupils.
- **Mark Harvey to meet with John Bradshaw regarding finance.**
- Fair Funding consultation – based on the Autumn census whereas normally January. No immediate concerns.
- John asked if there were any questions regarding the report.
- Ben – referrals to Home Teaching – no funding for post 16. Needs to be looked at.
- Refer to SIP and SEF hand outs – accreditation for matrix – award for guidance and support work. Piece of work Georgina McMath and Sarah Beck had worked on this around the guidance we provide at JBS. This had involved a visit and interview and school had been awarded the accolade.
- Behaviour and Safety – evidence happiness and anxiety levels from when they start. Home Teaching anxieties going down and happiness up. Juliet working with sectors to mirror the piece of work. Sarah Lisle-Denny to look into the same when pupils move from sector to sector. Important to reflect this in the data.
- James 1. Learning from best practice elsewhere, look for good ideas elsewhere.
2. James had spent some time working with Finance and felt we needed to be looking at supplier spend. Claire confirmed DRB are looking at this.
- **Improvement priorities not massively different – John asked governors to look at the document and report back with any queries.**
- John asked if governors would visit their link sectors.
- **Pupil parliament – 7th October 10.00-11.30. John felt it would be useful if governors attended one of these meetings. Alyson to forward future dates.**
- **Additional governors meeting after half term to look at SIP, SEF and curriculum. Alyson to send governors options to meet – evening 4.30-6.30.**

MB/JB

ALL

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Governors were happy to adopt the SIP and SEF in principle.

Handwritten signature and date: 8/12/14

5. Threshold/Support Staff Performance Management

- Closing date for Threshold is 31st October 2014. Any further applications to be taken to Staffing, Pay and Safeguarding in November and full governors in December.
- **Performance Management for Support staff – governors ratified decision by Staffing, Pay and Safeguarding Committee.**

Governors were impressed at such good scrutiny and pointed out the importance of consistency across the sectors. This should be looked at further.

6. Governing Body Briefing Report

- Refer to hand out.
- No additional comments made.
- Ben outlined the document regarding SEN Reforms and SEN governance at JBS. There are five main reforms and questions. Ben to meet with Di Hoban and Alison Teague to discuss this and will bring back to a future meeting to give governors an overview. Iain felt it was an excellent piece of work by Ben.
- **Alyson to send acronym list to governors.**

AR

7. Governing Body Development

- Claire confirmed the Acting Principals appointment had been made from an external agency. The appointment panel had included an external governor.
- Claire thanked Denise Fountain particularly, but also Di Hoban and Iain Johnson who had all taken on extra responsibility from July 2014. Also thanks to Alyson and Claire Brown.
- DfE briefing accountability for governors – governors to spend time looking at this.
- **Lord Nash document to be sent to all governors. Governors to read documents.**
- Claire had been attending a lot of briefings, e.g. with a prevent agenda, Claire and Mark ^{will be} attending Chairs training at Edgehill University.
- John highlighted the Birmingham draft plans that will need looking at.
- Mental Health perspective – commissioners decided they do not want a SEEM system. Tender for 0-25 services for mental health services in Birmingham. Black Country – Mental Health service a lot different. Not sure what affect this would have on Willows Denise stated Kiri had met with the new Manager at Park View.
- Claire to feedback on governor recruitment. Claire to send guidelines. Kazz had chased lead but no further news so assume no longer interested.
- SGOSS service to be looked at. It was though this was a better way to recruit governors.

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8. Policies Update

- The Flexible Working Policy, Code of Conduct Policy and Pay Policy had been reviewed by the Staffing, Pay and Safeguarding committee.
- Clive recommended full governors adopt all policies as these are local authority exemplars that have been approved by unions.

All governors present agreed to adopt the Flexible Working Policy, Code of Conduct Policy and the Pay Policy

Clive proposed, Mark seconded.

M. Mell 8/12/14

- Pensions policy to be looked at further.
- Three governors' policies to be reviewed in line with Governors' Handbook and Articles of Association.

9. **Any Other Business**

- EFA approval came through in the summer for the St. Thomas extension.
- Restructure – John briefly explained there were a number of posts that were acting up. SLT have tried to unpick what posts can be appointed to.
- If restructure is on hold we need to be careful what posts are advertised, including the HR post. Advice is legally we cannot move forward with the restructure. John will work with outside support to hold the posts.
- If we confirm acting posts we would need to advertise.
- Something will need to be sent out to staff confirming the restructure is on hold.
- John felt we did not want to lose good staff.
- **Claire will send a draft email to governors for their comment.**
- School improvement partner – Claire and John had discussed the School Improvement Partner as needing to be independent and changed regularly. Needs to be valuable. Claire proposed we put the SIP on hold. John providing the independence that is required. Claire pointed out we have no legal responsibility to have a SIP and we did not want to rush into any decisions. Claire proposed the role of the SIP to be put on hold.
Governors agreed to put any decision surrounding the SIP on hold.
Mark would like to review at next full governors.
- James pointed out his intentions are for the good of the school and he did not have any agenda. He supported Nicky, Denise and would support John.

CM

At 6.30 pm staff, staff governors, James Brown and Alyson were asked to leave the meeting so governors could discuss a confidential item.

The meeting ended at 6.45 pm

C. McEl 8/12/14⁷

