

MINUTES OF FULL GOVERNING BODY MEETING
6TH JULY 2015
4.30 P.M. AT MAIN BASE

Present

Claire Marshall (Chair), John Bradshaw (Acting Principal), Mark Harvey, James Brown, Ben Bury, Melissa Daly, Hardeep Dhinju, Charlotte Dyer, Georgina McMath, Clive Reeves, Jeff Rooker, Kacper Saar, Jenny Smith, Mark Yorke

Non Governors in attendance

Vicky Miller (Leadership Team), James Power (Consultant Senior Leader), Kristina Murphy (Strategic Development Manager), Alastair Cowen, Alyson Ralphs (Clerk)

Apologies

Helena Mandelberg. All governors present accepted these apologies.

Introduction of New Governors and others attending

- Claire introduced Rob Wye from the DfE.
- Everyone around the table introduced themselves.

	Item	<u>ACTION</u>
1.	<p><u>Wellbeing Film Research</u></p> <ul style="list-style-type: none"> • Refer to handout. • Juliet explained the work that had been carried out by the pupils for the wellbeing videos and the impact this has had. • Jeff asked if pupils wanted to know why we were doing the questionnaire. Juliet confirmed no, as the reasons for the questionnaire had been explained in detail to the pupils beforehand. • Jeff asked if the bullying was at this school, previous schools or outside school. Juliet explained at previous schools. • Hardeep – what happens next with regards the bullying; what are we doing to find out about bullying, as the questionnaire is anonymous? Juliet highlighted this was work in progress. Hardeep - How are we addressing the issues? Kristina explained it was about explaining ways of giving signposts for bullying. • James P suggested looking at it against pupil performance to see if there are any links? Juliet said we would look at trends so we could act on the information. • Other elements are being looked at i.e. positives like rewards. • Charlotte would like a more holistic approach. • Mark H pointed out school was a relief for some pupils. • James P said improving data sets and interventions will triangulate information against progress. • Juliet to feedback to safeguarding committee. 	Juliet

2. Apologies – as above.

Absent

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Declarations of Interest

- None

Claire formally proposed Alastair Cowan as governor. Mark Harvey seconded.
All governors unanimously agreed to appoint Alastair Cowan to the governing body.

Minutes of Previous Meeting/Matters Arising

- Sector costings on the agenda.
- Key safeguarding points on the agenda.
- Amendment made to bullet point 4 of Quality Assurance Process – page 2.
- Page 6 – Item 5, bullet point 20 - Mike informed governors that the Responsible Officer is due this week and Mike would feedback at the next Finance Committee. Claire asked if the visit was behind schedule. Mike confirmed Birmingham City Council had been late in the previous term so that had pushed the date back. Governors asked why it was late? Mike confirmed Birmingham City Council could not provide the service and we are now with another provider.
- **Alyson to arrange for Hardeep to receive emails on his personal device and access to remote apps.**
- Jeff challenged if Claire had met with Birmingham City Council regarding another matter. Claire updated governors on the meeting with Peter Hay, Director of People and Brigid Jones. The meeting was about them understanding about JBS and how pupils attend, leave, referrals, etc. They are interested in working with JBS on 0-25 mental health and how the range of services can all work together as a partnership. It had been a very positive meeting. There was recognition around safeguarding and how we can work better together. They acknowledged they needed our services. They have restructured their HR systems and acknowledge their service could have been better. They took our complaint seriously. Claire will arrange for their new HR person to come in and meet with her.
Georgina asked if they are interested in why pupils do not sustain their place. Post 16 was discussed. Georgina outlined issues with post 16 transport. Signposting required for post 16.
- Chris Hindle had sent his report. Claire said this is out-of-date with the work that has happened since. Invite Chris Hindle in the autumn.
- **Media Bus – Mike said there were a number of interested parties and he is currently getting the bus valued and costing the upkeep of the bus. Options to be brought back. Finance to pick this up in September.**

Alyson

Mike

All governors present accepted the minutes of the meeting held on 1st June 2015 as a true and accurate record. James proposed, Mark seconded.



- Kasper. arrived at the meeting at this point .

3. Finance

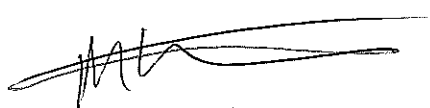
- Refer to handouts.
- Mike outlined he had met with Helena Mandleberg to undertake a review of the budgets and looked at the detail behind each line and an additional comments column had been added.
- Portfolio of income is held in Mike's office. Helena had confirmed this was correct.
- Mike outlined the income streams.
- Increase in funding £2,000 per child and additional hospital funding.
- C/F £800,000 from current year into reserves for draft budget 15/16.
- Reduction in senior posts, increase in pension and NI rates.
- Budget for staff to include performance management increases and SLT Agency.
- One new budget – recruitment and advertising, separated from hospitality.
- Recharges to shared sites.
- Changes to working environment included in this years' budget.
- Curriculum development – budgeted for each curriculum.
- Hospitality and subsistence - £9,000.
- Higher fees and playing fields. Mike outlined the consortium arrangement at Holloway Head playing fields - running costs for priority use - £10,100.
- ICT strategy – rolling plan for replacement. Lot of replacement this year.
- Jeff offered thanks to Helena and all involved in the production of the finance information.
- Alongside Responsible Officer role – Mike invited governors to come into school to scrutinise records.
- Hardeep queried the budgeted C/F of £800,000 (reserve figure) and asked what the percentage is? – James Brown confirmed 10%. Mike highlighted the need for the high reserve. Hardeep asked if we could we be using the money better for pupils? Mike explained Ben Bury had also brought this up at the finance committee. Mike explained the cash flow and the need to ensure there is enough operating capital.
Hardeep asked what are the plans for the pupils?
John confirmed money is being spent on the pupils and this needs to be discussed further outside this meeting.
Claire would like to look at a reserves policy.

Mark Harvey, Chair of Finance Committee proposed we adopt the budget, James Brown seconded. Governors voted unanimously to adopt the 15/16 budget.

- How we quality assure public funds
- Refer to financial governance handout.
- **Training on financial governance to be arranged for autumn 1.**
- James Brown is working with Mike and Helena to look at the presentation of the finances.
- Agency costs are high and various options are being looked at.
- Jeff asked if the regulatory review is a regular thing. It was confirmed only if we require this to be done. Finance to look at this to see how we have

Mike

	<p>progressed.</p> <ul style="list-style-type: none"> • <u>Funding and spend per sector</u> • Refer to JBS Activity Based Costing 15/16 handout. • Mike explained the breakdown and explained activity based costing. Hospital funding higher than teaching centres. John explained we need to look at this more closely in the future. Figures can be distorted due to heads of department at one sector for example. Look at over the next two terms so we have a better understanding of the figures. Looks like we are subsidising home teaching. • Clive –has this flagged up any areas of concern? Mike and John said it raises a lot of questions. Hardip talking to other hospital schools to get some comparative figures. Could look at further education at the hospitals. Based on historical funding, Mark H more comfortable now. Peter Hay is asking why CAMHS are not paying for home teaching. Clive asked if we could have funding taken off us for some of the sectors. It was confirmed yes this could be the case. We may need to ask for more money for teaching centres. Discussion to be had. • Charlotte – funding for home teaching doesn't reflect length of stay. 80% mental health and more complex. • Pupil premium – how do we track when pupils move across the school? External review taking place on 15th July 2015. <p>Claire thanked Mike and the Finance Committee.</p>	
4.	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Governor responsibilities document had been sent out to governors. • Mark Harvey to undertake Designated Safeguarding Lead training. • <u>Section 175 Audit</u> • Refer to handouts. • Kristina and Vicky had carried out the audit and this had resulted in 63 action points. • Kristina outlined the work that had been carried out since. • Training and briefing – certain DSLs (Designated Senior Leads) may require further in depth training. Local authority training fully booked until September. • Gender based violence, FGM – expert coming in to provide a full training day to enable staff to deliver the PSHE curriculum. Friday 25th September – governors and stakeholders invited too. • Recruitment of staff and governors needs to be tightened. Should be the same for governors, volunteers and staff. • Policies need to interlink to the safeguarding policy and be user friendly so staff understand them. Kristina had met with Mark H to discuss this. Needs to tie in with other policies, runs through everything. Policies being reviewed at present. • Draft stage for pupil wellbeing questionnaire to look at why pupils are not coming to school and to look at solutions. 	Mark H



	<ul style="list-style-type: none"> • Staff safeguarding questionnaire to identify and fill the gaps in staff knowledge. • 120 responses so far. • Stronger governor links to pupil parliament. Alyson to send governors dates. • Governor visits – pre populated data and issues from pupil parliament. • Serious Case Reviews – learning from our incidents – looking at systems. • Linking with partner organisations – 17th September. • Supervision of staff working with pupils with mental health. • Curriculum – PSHE – temporary Head of PSHE has done some amazing work. Looked at the curriculum and link it to British Values. • Systems – various systems running in schools, safeguarding, accidents, e-safety. Staff are confused. Kristina and Vicky looking at one system to record everything. Clive asked if this was a matter of choosing which software – Kristina confirmed yes. Looking at NHS systems to enable staff in school to pull data out. Charlotte asked what systems? Kristina confirmed systems like Ulysses, CPOMS, etc. • Environment – staircase, reception areas tailored to provide a more secure environment. • Kacper asked if the governor visits would link in with the quality assurance database for teaching and learning. Kristina and Jenny looking at the forms. • James B said we need to be careful we do not undermine line management systems. Whistleblowing procedure would highlight the process. Lessons need to be learned after the past 2 years. John agreed protocol needs to be followed. • Jeff questioned if school would be closed on 25th September? It was confirmed it would be a planned training day. • Mark Harvey thanked Kristina and Vicky for their input. • Ben questioned section 13. Kristina said it was about learning from other organisations incidents. • Hardeep – where are we going next – what is the timeline. Kristina confirmed the leadership team had been through the actions and taken responsibility. Some by 17th July to next time we complete the audit. Kristina outlined this is a live document and is constantly being updated. • Kristina to update governors at the next meeting. 	<p>Alyson</p> <p>Kristina</p>
5.	<p><u>Governance Review</u></p> <ul style="list-style-type: none"> • Refer to handout. • Claire explained this has come about after the governance review from Chris Hindle. • We are operating more of a multi academy structure and there needs to be more dialogue with sectors. • Claire explained the thoughts behind the new structure. • Kazz queried the make up of the local committee. Claire said the link governors would probably chair plus another governor. • Link governor for attendance and data required as a whole school link. • Governors to think about their skills and feedback. • Alyson to add schedule for Elections on the September agenda. 	<p>ALL Alyson</p>

	<ul style="list-style-type: none"> • Claire asked governors to see this as a transition year with a structure to help best with that. • Jenny said other stakeholders may want to be involved, e.g. nurses, clinical staff at Willows. Claire agreed and said that the local GB's should reflect the local sector. • John asked for governor involvement for the curriculum review. Governors to feedback to John. • <u>Preference for papers</u> Governors completed the form to show their preference to how they receive their papers. Alyson to look at this and implement as soon as possible. • Ben briefly explained the SEN document answering previously raised questions. 	<p>ALL</p> <p>Alyson</p>
6.	<ul style="list-style-type: none"> • <u>Self-Evaluation</u> • John explained the Academy Leadership Team roles – refer to handout. • School Improvement Plan (SIP) not being produced at present. Currently working to the Ofsted Action Plan. Recently updated: Autumn 2 green, amber, red not a quality judgement. • Teaching and Learning support is happening through Rookery School • Section 8 framework wants to know what external help is being brought in. • More people in school getting involved – need to speed up on the progress. • All governors to be sent the minutes of the Ofsted Committee meetings. • School Evaluation Framework (SEF) – governors need to own the document. Self evaluating at every level, e.g. departments self evaluation, sectors self-evaluation. Leadership then do an overall SEF. Governors then review. • Governors to look at in the autumn term. • John referred to the last page and the Keys Areas. • Baselining flight path being looked. Staff need to recognise the position we are in now. • Governors to try and identify what the vision of the school is moving forward. • James B asked with regards to safeguarding is there anything immediately that governors should be looking at. Attendance – could be an argument that attendance can never be 100% although it is an aspiration. • Need to analyse the data. Evidence needs to be in place. • 96% good or outstanding previously. John didn't feel this could stand up. Ofsted criteria not been reflected. Needs to be more accurately measured and triangulated. • First half of the autumn, governor and leadership away day to look at the SEF and action plan – Alyson to identify dates. 	<p>Alyson</p> <p>Alyson</p>
7.	<ul style="list-style-type: none"> • <u>Summer Term (2) Update</u> • John would like to thank staff who have been involved in additional activities e.g. prom, residential trips, fairs, art exhibitions, etc. • Highlights magazine to celebrate being produced. Pupils doing media are working with staff on this. Pupils who have left to be sent a copy. • JBS Grapevine being produced weekly – could be a governance section. 	



	<ul style="list-style-type: none"> • Art exhibition – high standard of work. • Social Media links – Facebook page to highlight trips, activities, external stakeholder involvement. 	
8.	<u>Focussed Use of Data to Improve Outcomes</u> <ul style="list-style-type: none"> • No in-house expertise to retrieve data. External consultants in CMIS and SISRA coming in to look at data and upskill staff. • Results will be going into SISRA. 	
9.	<u>Correspondence</u> <ul style="list-style-type: none"> • None 	
10.	<u>Any Other Business</u> <ul style="list-style-type: none"> • Thank you to staff to be sent. • Staff social Friday afternoon 12.30 lunch at Main Base. • Thank you to governors for the last academic year. • Claire asked Rob Wye to feedback – Rob felt the governing body had got hold of the issues. He is hoping to see JBS come out of special measures as there is a lot of good work happening in school. • Clive thanked Mark and Claire for their work in a challenging year. 	
11.	<u>Date of Next Meeting</u> <ul style="list-style-type: none"> • To be agreed. • The meeting finished at 6.45pm 	



