

# MINUTES OF FULL GOVERNING BODY MEETING

8<sup>TH</sup> DECEMBER 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

## Non Governors in attendance

Diane Hoban (Vice Principal), Kiri O'Flynn (Assistant Principal), Alyson Ralphs (Clerk)

## Apologies

- Apologies had been received from Mark Yorke.
- Alison apologised for her absence and Claire outlined the reasons.
- All governors present accepted these apologies.
- Clive confirmed he would have to leave the meeting before the end.

## Absent

## ACTION

### 1. End of Year Audited Accounts

- Claire introduced Tom Devonshire from UHY Hacker Young.
- Tom relayed apologies from Malcolm Winston
- It was explained that the accounts were not being brought to the meeting for signing off but that he could talk through a summary of them.
- Tom outlined the key areas of the accounts.
- The actuarial statement highlighted a pension deficit £2.9 million.
- EFA look at staff costs as a percentage of the EFA revenue income. This has increased by 5%. All other ratios have remained static. Look at in future.
- Positive accounts – large cash balance. Need to look at how best to invest to maximise returns. Tom confirmed we can spend the interest how we wish.
- Other debtors decreased (Birmingham City Council now paid).
- 14-15 carry forward large amount.
- Fixed asset fund adjust for land and build.
- Mark Harvey pointed out these are draft accounts but we are waiting for advice from the EFA due to issues in school. Hoping to publish by the end of January 2015.
- Mark Harvey assured governors that financially the school is doing well.
- James pointed out surplus £37K is very small. Could be an issue in 2nd and 3rd year. Mike confirmed this was an in-year surplus.
- There is money in the pot to recruit to vacancies.
- Mark Harvey felt it was important to recruit and look at buildings in the budget we have. Need to budget for 3, 5 and 10 years. Tom felt we should look at 3-5 years budgeting.

*U. Mell 9/2/15*

- John stated that DRB have suggested we have a £400-600K as a reserve. Tom agreed with ½% contingency.
- Procurement – we need to look at quotes for spend. John felt £3,000 was quite low and felt it should be anything over £5,000 3 quotes, under £5,000 SLT. Tom thought it was reasonable to amend to £5,000.
- John pointed out policies were slightly conflicting and would need looking at.
- **Finance meeting again on 20<sup>th</sup> January and will discuss Service Level Agreements (SLA's). Governors voted unanimously to amend the procurement level from £3,000 to £5,000. Mark proposed, James seconded.**
- Accounts will come to full governors once EFA have come back with advice.
- Value for Money Statement – again will wait for EFA advice.
- Iain pointed out that when Ofsted come into school they will look at website. Iain asked what wording can be used to explain why the accounts were not published?
- **Claire to ask EFA for wording for website.**

CM

2. 0-25 Mental Health Care – Park View Clinic

- Claire introduced Kiri O'Flynn, Assistant Principal at Willows.
- Kiri outlined the changes at Willows and Park View Clinic (refer to hand out).
- 3 General adolescent wards and eating disorder ward – 44 pupils.
- Recreation Centre on site with 3 corridors with hubs off.
- 7 days week therapy centre. Impact on NHS funding due to additional therapists.
- Psychiatric unit more like Ardenleigh.
- JBS have lease on our building. Park View wants to help JBS make building fit for purpose. No meetings so far.
- 16-18 provision currently really poor.
- Facility to be live in October 2015.
- Kiri speaking with BCH regarding the provision.
- Mark thanked Kiri for being proactive to try and find out about the possible provision.
- Ben asked how staff will manage the new provision.
- Kiri confirmed more staff will be required but this would be dependent on the provision.
- James asked about recruitment planning.  
John confirmed timescales are not perfect as timetables will need to be prepared.
- Kiri meeting weekly.
- James asked if JBS would get the pupils or would another provider.
- John confirmed JBS had a 120 year lease on the building so using another provider doesn't look likely. Di confirmed the local authority commission JBS for education.
- John queried who would pay for the redesign of Willows, wasn't clear in meetings.
- Denise pointed out we could put a bid in for additional pupils.
- Kristina challenged if the ramped access would be looked at soon, as this is an immediate issue and not to wait for a potential re-build.  
John confirmed we have two quotations and we are awaiting a third.

3. Education Health Care Plans (EHC's)

- Claire introduced Diane Hoban.
- Di outlined the Special Educational Needs and Disability (SEND) 0-25 years and gave an overview of the changes. It is about joining up education and health care.
- Identified SEN education or training to receive best educational outcomes.
- JBS supports the new code, always been personalised and had termly reviews.
- Identify the needs of the pupils, links to banded funding.
- Assess as they come in, plan and monitor.
- SENCo's have attended national conferences, Local Authority training and internal workshops with senior psychologists.
- Piloted with LA. Leadership undergone training. SENCO worked along Educational Psychologist to pilot EHC's.
- Di outlined the Pupil Referral process and presented the flow chart.
- Mark asked where the information was held. Di confirmed it was held on the L: drive of the school computer system.
- Iain outlined the Data Protection levels.
- James asked if we find out what the health care needs are. Di confirmed yes, diagnosis came from CAMHS or GP.
- James challenged how we found out about any changes. Di confirmed through termly review. Teaching Assistants keep information up-to-date and share information.
- Diane explained the various plans that are completed.
- 6 week observation and then build in interventions.
- Claire Neal – Mental Health Practitioner great help with this. Di gave a case study.
- James asked if the tests were personalised. Di confirmed they are more subjective.
- Good evidence for and links in to banded funding. Graduated, highly personalised.
- Work alongside other professionals.
- John Irvin – reintegration scale.
- Graduated approach, personalised care plan, behaviour, intervention trackers.
- New 'My Passport' linking to the new EHC.
- Pupil premium, banded funding. Covers all areas for evidence.
- Assess, plan, do to see if this provision is appropriate then continue on to do an EHC.
- Statements will be replaced. Transfer review schedule. All Year 11's will move to EHC.
- SENCo's involved in this work. Next Term Year 9's. Year 5 Summer Term.
- Mark challenged if this will affect funding. Di confirmed all pupils with statements will have an EHC.
- Every teacher has to be inclusive.
- Longer term – SENCO's need to change approach, need to work more strategically. Quality TA's. Iain running Outstanding Teaching Assistant Programme (OTAP). Need to show that our TA's do make a difference.
- SENCO's to monitor progress and outcomes to see if pupils move to an EHC or not.
- 60 EHC's at Dovedale – 16 across the other sectors.
- James asked if all pupils will have an EHC? Di said no, this would change our core purpose to a special school and not a hospital school.

## ACTION

- Funding remains intact. Stands up to scrutiny by 2 Head Teachers and the Local Authority.
- Implications for JBS – Doctors and Consultants are pushing for EHC's. Park View especially asking us to initiate an EHC. Young person can request an EHC. JBS have to do the work to see if SENAR say if it will happen or not.
- JBS will have to manage EHC's for leavers from 18 months ago.
- Clive asked if it was just an admin task. Di confirmed no as it would require considerable educational information.
- James challenged if Di and John are looking at the potential workload for this. Di confirmed they were.
- Leavers going to college requiring SEN support last year had learning support plans. JBS had negotiated a price for these support plans with Connexions. This had now ended but advised they have an EHC.
- Clive challenged if this should be down to the college. Di felt it will take years for colleges to take on this role but schools could argue this in the future. Year 11 pupils leaving for college are asking for EHC's now.
- 'My Care' website outlines the process. Tight timelines.
  
- Kristina referred back item 4, how do we make this personalised? Iain explained the top slice for CAMHS, Careers, etc. then personalised, also educational plans that Di referred to. Item 2 – have all staff been trained. Di has attended training and then trained SENCO's, TA's trained on EHC's. Different levels of training. SENCO's have full training and TA's have the relevant training. EHC's are being put in place.

#### 4. Apologies/Declarations of Interest

##### Minutes of Previous Meeting & Matters Arising

- Apologies added to first page of minutes (see above).
- Ben declared an interest in item 11.
- Minutes were checked for accuracy.
- Request to make clearer make Mark Harvey clearer on minutes so not confused with Mark Yorke.

**All governors present accepted the minutes of the meeting held on 29<sup>th</sup> September 2014 as a true and accurate record.**

**Claire Proposed, Kacper seconded.**

##### Matters Arising

- Mark and John had met several times regarding finance.
- No comments had been received regarding SIP and SEF.
- Kristina had attended Pupil Parliament and was really impressed. Pupils had raised concerns and come up with solutions e.g. access to building at Willows and pole at Northfield. Pupils were really engaged.
- **Additional meeting for governors had not taken place. Alyson to confirm new date.**

**AR**

- Denise highlighted the NAHT skills audit and would send this to Alyson to distribute to governors. NGA skills audit in agenda pack. Important to be transparent about the lack of skills.

**Governors to complete skills audit.**

ALL

It was suggested Steve Williams – new School Improvement Partner (SIP) to do a training session at governors. Ben felt it was important to answer Ofsted's questions. Kazz felt the business side is also important.

- Ben outlined the changes to the SEN table. Copy attached.
- Acronym list had been sent to governors.
- Lord Nash letter sent to governors
- John had emailed all staff regarding the restructure.
- Governor policies to be looked at and brought back to a future meeting.

John was asked to leave the room.

5. Update on Principal

- Claire gave an update on the Principal, see confidential minutes.

John re-joined the meeting.

6. Acting Principal's Report

- John presented the Principal's report and outlined the content.
- Majority of appointments are sessional teachers or extended fixed term appointments.
- Vacancies SBM and HR Manager. Finance committee felt we need a resolution.
- James felt HR needs to be addressed as soon as possible.
- Single Central Register – someone needs to keep a close eye on this. Claire Brown was currently looking at a couple of issues.
- Reportable incidents – what do governors want to see?
- Priorities gave an update on each priority.
- John asked for questions.
- Achievement figures are low but comparable to last year but expect these to rise.
- Raising achievement meetings taking place to see if interventions need to be put in place.
- Teaching school – there is an expectation to do school to school support but we are doing less as Nicky did most of this.
- We want to keep this status. Could be a problem with re-designation. CPD still heavily involved for which we receive £30,000. School to school support has been cut back. We had worked with schools last year but no capacity now SLT are dealing with additional work from SBM.

Teaching Schools in cohort 1 are due re-designation next year. 38% of these schools had written to the National College to say they no longer want to be a Teaching school.

JBS are in cohort 2. Key downside of not being a teaching school is staff are not getting the opportunities.

Nationally and locally – teaching schools are at the forefront. JBS no longer a teaching school we'd likely not be at the forefront

- Birmingham School improvement – being removed from Birmingham and going to BEP – 10 districts (based on parliament districts). Substantial government funding. One or 2 teaching schools leading in each district. This is the biggest thing on the agenda in the City at the moment and we need to position ourselves. Need to look at where JBS sits, but also look out for our own school. James asked if SLT should be closely involved in this? James felt we didn't want to miss the boat to be involved.  
There is a conference inviting NLE's SLE NLG's to discuss.  
Teaching School districts to be a standing agenda.  
Would be good for John to meet with Calthorpe and Brays who are the other 2 special Teaching schools.
  - Northfield – new building has large classrooms, strategic overview for future projects.
  - SLT started looking at vision of the future. Presentation to governors next term.
  - SIP – entered into agreement with Education London – external consultant who had carried out a desktop analysis and a short visit. Will report at a future meeting. He had picked up on a couple of issues – sixth form and early years.
  - Looking at the website to ensure that all the users groups are correct and statutory items are available.
  - **Channel 4 documentary – Jan – March – at BCH. Will report further. Education will feature heavily. Mark Harvey stressed caution with editorial rights.**  
**James – make sure staff are comfortable. Denise is having conversations already regarding this. Governors felt if it was beneficial that JBS are involved. Denise to find out more about it.**
- Priority 1C – comparable to last year, Maths is lower than we would like it to be. Denise working with Head of Maths to put interventions in place.
- Priority 3 – attendance – Kristina questioned where we currently are. Every head of sector monitor weekly attending – DD 90.5%.

DF

7. Governing Body Briefing Report

- Refer to hand out.
- Pupil Parliament – calm room. John confirmed Vicky is looking into possible locations. Pupils to go and look at Dovedale and report back to school council.
- Kristina felt planning was important to look at all needs at the one time to ensure best use of funding.
- DRB reported DfE recommend 5 member for the Trust Board.
- **Claire outlined the 2 applications received through SGOSS. Claire responded to 2 people, both keen and would like to visit school. Possible 2 new governors. Alyson to give SLT a copy of the applications after a request from them**
- Need to look at what sub-committees we need as this is still not working, we've managed to lose curriculum discussions as part of governors meetings as we took out this sub committee so that it could be part of full governors.

AR

**ACTION**

- Claire spoke of the films that have been made with pupils. Di and Juliet to bring films to governors.
- Three films being shown at the whole staff meeting on Thursday. Governors welcome to attend this meeting.
- Claire had been attending Chairs meetings at the council.
- No further questions.
- Kazz written a brief report on the Academies show – refer to hand out.

8. Governing Body Development

- Website
- Critical to display pecuniary interests on website. Table format.
- Pecuniary interest for all staff. Go with what DRB suggest.
- Pen portrait of governors suggested – important to have transparency.
- **Kazz to formalise a plan and bring back.**
- Software brochure handed out.
- Iain talked about our current management Information System (MIS) and confirmed we are looking to change the current system.

KS

9. Policies Update

- Data Protection Policy
- Ian pointed out this policy is subject to change as and when regulations change.
- Ratings changed from ICO 1-5 to 0-3.
- **Kristina challenged what happened if we do not stick to the process. Iain confirmed we use the Breach Action Protocol. Iain to look at further Breach Action Protocol and liaise with Kristina to share any procedures.**
- **Governors agreed John Bradshaw should be the SIRO.**
- Are mobile phones encrypted? No the mobile phones are wiped.
- It was raised by John that we have 89 policies – DRB looking to rationalise these.

IJ/KM

**All governors present agreed to adopt the Data Protection Policy.**

**Kristina proposed, Ben seconded.**

10. Any Other Business

- Mark presented the budget overview. Best picture that DRB currently have.
- Actual costs with vacancies.

**All governors present approved the budget.**

**Mark proposed the budget James seconded.**

- Finance training –
  - **Alyson had not heard back from Chantry Vellacott regarding finance training. Ask DRB to come in and provide finance training for governors.**
- James felt this was a detailed job for a new School Business Manager to look at.  
Denise pointed out it covers curriculum and timetabling, not just finance.

AR

## ACTION

- Mark outlined the decision of finance regarding the appointment of a new Strategic School Business Manager. Summer term start was agreed.
- DRB presented 3 quotes for Photocopier contract – Midlands 3 years - better service and good value for money.
- Ben questioned post 16 – school could apply for funding.
- Denise meeting regarding NEET's and looking at post 16 that are looking to be educated at home.
- Kristina felt the Risk Register isn't real. Real risks, e.g. stress of staff, pole at Northfield <sup>in the city centre which the LA risk assess.</sup> should be looked at rather than terrorism? How do we make it real?
- Claire confirmed the risk register was picked up in the audit as an area that we need to address. The register is about business risk. Mark Harvey asked did it need to come every meeting. James felt it should be managed at SLT level. <sup>except for items of high impact & high risk.</sup> Claire pointed out that governors do have a responsibility to monitor but that this is usually annually. Iain felt we have a company (DRB) with limited amount of accountability until the spring term. Capacity – EHC's, Iain Teaching Schools – both linked back to School Business Manager. Short term DRB will cover.
- Claire raised that the audit had picked up that decisions were made quickly and recommended that decision making around staff needed more consideration.
- James felt SLT should be making this decision not governors.
- Staffing and Curriculum will discuss SBM role in January meeting.

At 7.25 pm staff governors left the meeting.

### 11. Ratification of Threshold/Teacher Pay Progression

- SLT have reviewed threshold and confirmed staff had met targets.

**All governors present ratified the threshold applications and teacher pay progression.**

**The meeting ended at 7.40 pm**