

**MINUTES OF FULL GOVERNING BODY MEETING**  
**8<sup>TH</sup> FEBRUARY 2016**  
**5.00 P.M. AT MAIN BASE**

**Present**

Claire Marshall (CM) (Chair), Mark Harvey (MH) (Vice Chair), John Bradshaw (JB) (Acting Principal), Ben Bury (BB), Melissa Daly (MD), David Gilday (DG), Helena Mandleberg (MD), Georgina McMath (GM), Clive Reeves (CR), Jeff Rooker, Kacper Saar (KS), Jenny Smith (JS)

**Non Governors in attendance**

Peter Chatwin (ICT Manager), Alyson Ralphs (AR) (Senior Clerk)

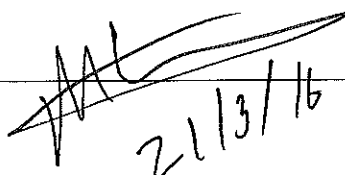
**Apologies**

James Brown, Alastair Cowen, Hardeep Dhinju, Charlotte Dyer, Clive Reeves

|    | ITEM  | ACTION |
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| 1. | <p><b><u>ICT Strategic Developments</u></b></p> <ul style="list-style-type: none"> <li>• John introduced Peter Chatwin (PC) to governors.</li> <li>• Refer to handout.</li> <li>• PC outlined the current JBS ICT architecture. It is a very old fashioned way of integrating systems, it is awkward to use and to update.</li> </ul> <p>Peter referred governors to page 2 and a future proposed model - moving to a cloud based system. We can make use of some of the existing technology and add to it.</p> <p>Main base will become a data centre with remote sites accessing from the cloud. Virtual desktops for pupils, facilitating remote teaching via any device bringing the school environment to wherever they are. The new system would also support people working from external agencies, e.g. the NHS. The current system does not work, it is old fashioned and cannot integrate with modern IT. We need to move forward and future proof the system to offer better systems for pupils and workers.</p> <p>It is a scary situation we are in. There is no consistent back-ups and no disaster recovery; if servers go down there could be no recovery. We had a major outage with CMIS last week. System is configured incorrectly and we currently have a mixed economy of devices.</p> <p>First thing we need to do is buy some storage space to run a duality of systems. Systems will become robust and will not fall over. It will stop the risk of no teaching. There will be the ability to bring own devices into to school providing a better teaching and learning environment. Same system in and out of school for pupils and staff.</p> <p>Changes will enable the ICT team to manage the systems better.</p> <ul style="list-style-type: none"> <li>• PC asked for questions.</li> <li>• MH was surprised as we were an apple regional centre. PC said we are no longer an apple centre. Using both is adding complexity to the system. We</li> </ul> |        |

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|    | <p>can still use the apple equipment with the new proposal.</p> <ul style="list-style-type: none"> <li>• MH is concerned about having a good interface with the NHS. PC confirmed we will still be accessing from a remote server but through the cloud. Providing we have internet connectivity the system can be accessed.</li> <li>• 20 terra bytes of storage is required.</li> <li>• JB explained the potential costs in keeping the system we have.</li> <li>• PC said to move forward we need to spend £26,000, £14,000 for a server and the remainder in storage.</li> <li>• BB asked if we are moving away from apple can we still use iPads to teach from the ward. PC said yes but there will be a windows system on there. We will move away from iPads as we are moving away from a multiple economy.</li> <li>• DG - Safeguarding – will staff be able to access information and save data to the devices. PC confirmed it will be saved to the individual user in the cloud.</li> <li>• JB – will it make it easier for governors to use. PC confirmed it would.</li> <li>• JS – we need to be clear what pupils are accessing. PC confirmed the same security mechanisms will be in place. Safeguarding features are the same outside school as there are in.</li> <li>• Governors thanked PC for his presentation.</li> </ul> <p>PC left the meeting.</p> |    |
| 2. | <p><u>Apologies/Declarations of Interest</u></p> <ul style="list-style-type: none"> <li>• James Brown, Alastair Cowen, Hardeep Dhinju, Charlotte Dyer and Clive Reeves had sent their apologies. All governors present accepted these apologies. JB has confirmed he can attend some of the upcoming finance committee meetings but will struggle to attend full governors on a Monday.</li> <li>• CM asked if there were any delcarations of interest. KS declared an interest in the website.</li> </ul> <p><u>Minutes of Previous Meeting</u></p> <ul style="list-style-type: none"> <li>• The previous minutes were checked for accuracy.</li> <li>• Page 3 – DG clarified his position as Head of Drama.</li> <li>• MD pointed out she had left the previous meeting after item 9.</li> <li>• Page 8 - JS said there had been a conversation around existing staff with an older DBS being re-checked.</li> </ul> <p><b>AR to make amendments and re-issue minutes to CM for signature.</b></p> <p><b>All Governors present approved the minutes of the meeting held on 30<sup>th</sup> November 2015 (subject to changes) as a true and accurate record. Mark proposed, Jenny seconded.</b></p>  | AR |

  
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|    | <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>Malcolm Winston had sent the breakdown of depreciation charges to Mike Burton.</li> <li>Feedback on the accounts had been received from Kazz and the Finance Committee had signed off the accounts.</li> <li><b>Finance looking at a new pecuniary form. AR to chase. Roll item on to the next meeting.</b></li> <li>KS and AC will be undertaking safer recruitment training. If any other governors would like to complete this training they should contact AR.</li> <li>New February 2016 edition of the NGA handbook is on order.</li> <li>Changes to the Financial Handbook had been sent to governors.</li> <li><b>Caroline Mace had attended the Ofsted Monitoring Committee. Pupil premium report included with agenda pack. Minutes of this committee to be distributed to all governors, together with external consultant reports.</b></li> <li>Curriculum document had been sent to governors.</li> <li>Angela Thakur had confirmed there would be no bias with appraisal as all line managers would undertake the moderation.</li> <li>Finance – HM updated governors on the decision regarding DBS. Re-checks next academic year. Any newly appointed staff to have a new DBS check and register with the update service.</li> <li>There is a plan to DBS check all existing staff over the next 4-5 years.</li> <li><b>HM to give AR her new DBS number.</b></li> </ul>                         | <p>AR</p> <p>AR</p> <p>HM</p> |
| 3. | <p><u>Strategic Plan 2016-17</u></p> <ul style="list-style-type: none"> <li>John recalled the documents that had been sent with the agenda and handed out a revised version, refer to new handout.</li> <li>JB has tried to identify what types of pupils we cater for, pupils in hospitals, pupils referred by Birmingham City Council to the Dovedale Centre and pupils referred to our teaching centres.</li> <li>Teachers worry that too many pupils with behavioural issues are being referred to us. We need to be careful how we mix these pupils. It becomes difficult for staff to manage. We need to look at the referral system and how we place them.</li> <li>JB outlined the priorities e.g. Ofsted legacy issues from Ofsted visit.</li> <li>How do we provide a better curriculum to help engage pupils and help them move on. Too many are leaving and becoming NEET (Not in Education, Employment or Training) or not on the right level of course and not prepared for college.</li> <li>Put more children of the same age range or ability together.</li> <li>Costs are looking to increase year on year because of the costs of delivering education. We need to look at a more fit for purpose curriculum.</li> <li>JB summarised the main proposals, items 1-16 on pages 4 and 5, including the need to design a new curriculum, linking together all the experiences, introducing a record of achievement for pupils so they can record what they</li> </ul> |                               |

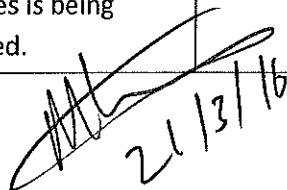
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have been doing inside and outside of school. This will help to evidence progress. Northfield and Parkway to become one centre. Reduction of sectors, put Willows with Specialist Provision.

- Leadership roles will need to be realigned, staffing requirements will need to be reviewed and some staff may have to move sectors.
- JB outlined why the change is needed now.
- JB outlined the proposed sectors – page 6.
- JS queried if we wanted to lose the branding of the sectors. JB suggested re-visiting this point on 21<sup>st</sup> March 2016.
- Looking at more practical work at Ardenleigh and Larimar.
- HM – would we look at more holistically at specialist provision? KO and Nicola Winslow carrying out a learning walk. Simon Lee at Ardenleigh mentoring Assistant HoS at Willows.
- JB referred to page 22 – realignment of leadership.
- JB outlined the current structure and recommended filling the two Vice Principal posts from the current leadership. There would need to be some realignment of Assistant Principals.
- The appointment of two Vice Principals will create a more robust accountability structure. Not a huge differential in pay.
- Doesn't involve any redundancies and doesn't require any new posts.
- JR appreciated his comments being taken on board. Pupil centred approach is the driver for this proposal. Page 26 – have we the staff to apply for these posts. JB confirmed we do have some capable and ambitious people in the structure who will apply. It would be advertised internally. Realignment because of Ofsted and centred around the pupils needs. Is there more travel for pupils? JB confirmed there will not be any more travel. How do we convey it to the parents. JB confirmed there has been more emphasis on liaising with parents this year. JR – with referrals – how are we involving other schools. We are currently undertaking a review of referrals with all schools and other agencies. JB said there is some phasing in the proposal.
- CM said there had been discussions in the January Ofsted Monitoring Committee meeting. We need to make changes now.
- JB – Dovedale curriculum will also be changed, similar to KS3 curriculum proposed for combined teaching centre.
- JR agreed he was happy it was not a restructure.

**JR left the meeting at this point (6.10pm).**

- MH said the time in making referrals will be improved on with the different stages and will help pupils catch up. Not as much targeted intervention as there should be. Needs to be more flexibility with class sizes.
- BB queried the costs spent on additional roles for Assistant Principals. It was confirmed not all the money for these whole schools roles is being spent. James Power is leaving shortly so this cost will be saved.

  
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|    | <ul style="list-style-type: none"> <li>• BB - will the money we pay to Assistant Principals now for additional responsibilities be removed. JB confirmed the pay scale for Assistant Principals was increased to reflect the responsibility of the Head of Sector role – this will still apply.</li> <li>• HM – agree that we need to do this and thanked JB for putting the document together. Proposals are quite radical; do we see it as a restraint by advertising internal. JB felt the staff were very capable and didn't think it was a risk. CM felt the year has been a real growth for some staff.</li> <li>• MD said the curriculum committee had discussed looking at skilling up teachers we already have. JB talked about subject enhancement courses for some subjects and encouraging staff to re-train.</li> <li>• <b>JS asked JB to describe how the recent appointed support posts tie in with this proposal. AR emailed the support staff structure to Jenny during the meeting and will send a copy to all governors. JB said we may have more people working in other roles in future, e.g. speech and language.</b></li> <li>• CM highlighted some of the points James Brown had sent. Should we be asking for more money from Birmingham City Council (BCC). This is also a question for the DfE.</li> <li>• Home Teaching – is it enough teaching?</li> </ul> <p><b>CM proposed we move forward with the proposal, Ben seconded. Unanimous decision to move forward with the proposal.</b></p> <ul style="list-style-type: none"> <li>• JB is meeting with Bridgeways staff tomorrow. Whole school meeting on Thursday 11th February to brief staff and a further staff meeting on 3<sup>rd</sup> March for staff feedback.</li> <li>• <b>GMc – can we be mindful with parent meetings and think of other ways of presenting the information to them. Governors to feedback ideas to John.</b></li> <li>• We now need to cost the curriculum and liaise with staff about staff movements.</li> <li>• MH – it is obvious there is a dependency from the Bridgeways pupils. We need to work with the young people to communicate this to pupils.</li> <li>• <b>JB said the appointment of the 2 vice principals needs to happen as soon as possible. 2 governors to be involved. Governors to send availability to AR.</b></li> </ul> <p>Ben would like to be involved in part of the interview process.<br/>JB to work with Angela Thakur to schedule interviews between half term and Easter.</p> | <p>AR</p> <p>ALL</p> <p>All</p> |
| 4. | <p><u>Briefing on Prevent Duty for Governors</u></p> <ul style="list-style-type: none"> <li>• Roll on to next meeting.</li> <li>• JB said a letter has been sent to all parents regarding hoax bomb threats. A system is now in place in school.</li> </ul>   |                                 |

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| 5. | <p><u>Policies</u></p> <ul style="list-style-type: none"> <li>• <u>Code of Conduct</u></li> <li>• This has been reviewed by the Safeguarding, Health &amp; Safety and Premises Committee and the Staffing and Pay Committee.</li> <li>• BB – queried nose rings. MH confirmed we do not want to be too prescriptive. It is about commonsense.</li> <li>• JS – item 8 identify badges – amend to reflect badges “will be issued and must be worn”.</li> <li>• JS queried if the Gifts and Hospitality in blue was a link to the policy. JB confirmed it was.</li> <li>• <b>Item 12 – childcare disqualification – should this be in there? AR to ask Angela Thakur to include this.</b></li> <li>• Kazz - are we being reactive? CM said no, there are a lot of policies that are out of date and naturally due for renewal.</li> <li>• Item 10 - DG queried contact on social media with former pupils – remove age.</li> </ul> <p><b>All governors present agreed to adopt the Code of Conduct policy subject to the changes. MH proposed, HM seconded.</b></p> <ul style="list-style-type: none"> <li>• <u>Gifts and Hospitality</u></li> </ul> <p>HM - page 2 anything above £10 should be disclosed.<br/>Same format as other policies to be used.</p> <p><b>All governors present agreed to adopt the Gifts and Hospitality policy. HM proposed, GM seconded.</b></p> <ul style="list-style-type: none"> <li>• <u>Whistleblowing</u></li> <li>• 2.6 changed Trust to Academy.</li> </ul> <p><b>All governors present agreed to adopt the Whistleblowing policy subject to the change. MH proposed, JS seconded.</b></p> <p>CM thanked governors for their input in committee meetings.</p> | AR |
| 6. | <p><u>Feedback from local committees, sub-committees and link governors</u></p> <ul style="list-style-type: none"> <li>• CM to join the Dovedale Local Committee but cannot attend the March committee.</li> <li>• JS reported the safeguarding systems had been tested at Northfield and worked well with other agencies. Positive experience in a horrible week.</li> <li>• MD – loads of positive feedback from Dovedale but part time staff causing issues.</li> <li>• Willows – successes qualitative not quantitative – keep record.</li> <li>• <b>HM will attend the Ofsted Monitoring on 8<sup>th</sup> March 2016.</b></li> </ul>  | HM |

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|    | <ul style="list-style-type: none"> <li>• Bridgeways – issue with data has been raised. PW clued up on using pupils books to monitor progress. Both sectors put in effort to engage pupils. GM put a lot into the parent engagement activities. Half of families came to parents evening.</li> <li>• Hospitals – more people involved. Simon Redwood, Learning and Development Manager getting involved. File of case studies to show progress will be available for Ofsted.</li> <li>• Specialist Provision – more people involved - NHS management at Ardenleigh. Tiny classroom at Larimar to be discussed.</li> <li>• Ofsted Monitoring committee have been looking at how we demonstrate progress. Teachers are relying on test information. Hardip working with Heads of Curriculum (HoC). DG asked if we were still using levels. JB confirmed bit of both.<br/>All governors are welcome to attend the Ofsted Monitoring committee.</li> <li>• GM – we need to look at producing realistic GCSE grades to pupils, as they do not know and it is hard to apply for college courses.</li> <li>• AR highlighted we need additional governors for the Finance Committee, Ofsted Monitoring Committee, Northfield and Willows Local Committees.</li> <li>• <b>KS will join the Northfield Local Committee, MH – Willows, DG – Curriculum, Willows and would be interested in attending Ofsted. CM will join Dovedale. AR to inform Assistant Principals.</b></li> </ul> | AR |
| 7. | <p><u>Ratification of Terms of Reference</u></p> <ul style="list-style-type: none"> <li>• <u>Finance and Audit Committee</u></li> <li>• Finance had approved the Finance and Audit terms of reference. <b>All governors agreed to adopt this. HM proposd, JS seconded.</b></li> <li>• <u>Safeguarding, Health and Safety and Premises Committee</u></li> <li>• Safeguarding, Health and Safety and Premises had approved the terms of reference.</li> <li>• JS had requested an amendment to comply with Article 101.</li> <li>• <b>AR to amend the terms of reference.</b><br/><b>All governors agreed to adopt this, subject to the amendment. MH proposed, BB seconded.</b></li> </ul>   | AR |
| 8. | <p><u>Governing Body Development</u></p> <ul style="list-style-type: none"> <li>• Beth has resigned as temporary assistant clerk. She will continue until new appointment is made – interviews tomorrow.<br/><b>AR to thank Beth and buy her some flowers.</b></li> <li>• MH said a sibling of a Bridgeways pupil has been attending the Bridgeways local committee and would like to join the governing body. AR advised a parent governor must be a parent of a pupil in school or where this was not possible a parent of a Birmingham school age pupil. Some work to be done on this.</li> </ul>  | AR |

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| 9.  | <p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>• James Power is leaving at the end of half term.</li> <li>• JB informed governors that GM had arranged a careers event for all sectors to attend. Very well presented.</li> <li>• JB and governors thanked GM for all her hard work.</li> <li>• BB – what has gone well with previous pupils. GM said this is happening in sectors.</li> </ul> <p><b>MD, JB and staff governors left the room at 7.30pm</b></p> |  |
| 10. | <p><u>Confidential Item</u></p> <ul style="list-style-type: none"> <li>• A confidential item was discussed.</li> </ul>   |  |
| 11. | <p>Date of Next Meeting</p> <ul style="list-style-type: none"> <li>• Monday 21<sup>st</sup> March 2016 at 5.00 pm</li> </ul>   |  |
|     | <p>The meeting ended at 7.45 pm</p>  |  |

  
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