

**Oastlers School
Full Governing Body
Meeting held on Monday 10th July 2017**

Meeting commenced at 4.30 pm

Present: Lyndsey Brown (Head); Charlie Jones; Rahat Khan; Sue Mawson (Chair); Shazia Qureshi; Ed Sherratt; Kevin Taylor; Sue Woolmore

In Attendance: Ray Sutcliffe (Dep Head); Gill Jennison, Clerk

Papers circulated prior to meeting

Headteacher's report
Oastlers holiday schedule 2017-18
Oastlers school week June 2017
SDP 2016-17 – summer revision
Safe Touch Policy
Safeguarding Policy
Governor meeting dates 2017-18
NGA Skills Audit

Papers tabled at meeting

none

Action

77/16 Welcome and introductions

SM opened the meeting and welcomed all.

78/16 Apologies for absence

The absence was noted of Carol Edwards and Carl Walker..

79/16 Notification of any other business and requests for agenda order variations

SM gave notice that she would like to leave at 6.15 to attend another meeting elsewhere.

80/16 Declarations of interest for items on this agenda

None

81/16 Minutes of previous meeting of 8th May – previously circulated

Governors unanimously agreed that the full minutes and the confidential minutes were a true and accurate record of the meeting.

82/16 Matters arising not elsewhere on the agenda (see Tracking Log)

- **Any update on confidential items from last meeting** - as reported in the Bradford Telegraph and Argus last week, the Schools Forum has agreed that the issue of Oastlers' legacy deficit should be referred to the Council Executive with a recommendation that Oastlers should not have to repay this.
- **E-safety award** – LB reported that the assessor will visit school next week on Tuesday 18th July. She stressed how important this quality

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standard is for the school in recognising its commitment to e-safety. LB asked for governors to come in to school as part of the assessment day to testify to their involvement in the process. SM asked LB to email all governors with the outcome of the assessment.

Action
All gov's

LB

83/16 Headteacher's report

LB took governors through her previously circulated report.

Overall Effectiveness – LB affirmed that she believes school continues to be Good with Outstanding elements. At the next Ofsted inspection – which could be any time from March 2018 – school will be aspiring to be judged Outstanding.

At the present moment, achievement data cannot be finalised because exam results are awaited; LB assured governors that this will be a key item in the October agenda.

Clerk
(agenda)

Individual learners are all 'on target' and making at least expected progress.

End of year reports go out to parents imminently.

Therapeutic offer – LB reported that she is continually seeking ways to expand this offer to meet the wide range of needs in school. Using the savings from the staff restructure, LB has secured an Educational Psychologist for half a day per week and is also looking to introduce animal therapies, such as equine therapy and/or a school dog. The new Ed Psych will oversee the therapy team, giving them clinical supervision and reporting to LB on the holistic impact of therapies. The therapists are currently writing end-of-year self assessments; these will inform the SEF. It was agreed that therapists should be invited to a future governors meeting to explain their role and provide details on the **impact** their work is having on the learners.

LB
Clerk
(agenda)

GQ – I'm assuming that the purpose of therapy is to progress learning? LB – yes, it's about 'readiness for learning'. We need a range of therapies to find the right one for each individual child.

Teaching , Learning & Assessment –

GQ – can you clarify the table in LB's report and remind me what the judgments mean?

RS clarified that an Ofsted judgement of 1 is Outstanding; 2 is Good and 3 Requires improvement.

The table shows that internal lesson observations found no teaching that Requires Improvement. Observations are done each term, and in the last term 60% of teaching was Outstanding with 40% being Good. Each term, there is a different theme for the observations. This year it was: Behaviour and Safety; Teaching and Learning and Differentiation.

Pupil Premium

The strategy will be updated before the end of term and presented to governors at the October meeting.

LB

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Change to school day

GQ – can you tell us more about the planned changes to the school day?

LB referred to the previously circulated new School Week, which shows a 3.00pm finish Monday to Thursday and a 12.50 pm finish on Fridays. LB explained that the impetus for the change had come from the staff group, who had made the proposal in order to ring-fence dedicated time for meaningful staff meetings and training. The proposal has been circulated to parents and there have been no objections.

The proposal will enable the following cycle of staff meetings:

Monday – Core Plus meetings, time to focus on core subject plus others

Tuesday – Staff wellbeing, 30 minutes to promote emotional wellbeing

Wednesday – Safeguarding, a weekly update from the Head

Thursday – “Deep Dive”, a session led by the Educational Psychologist which will focus on an individual student each week

Friday – PPA time

The new timetable does not impact on learners’ statutory entitlement and LB reiterated that there have been no objections from parents.

ES commented that staff are all looking forward to the opportunity of working together on Friday afternoons now that there will be shared PPA time.

KT offered to come in to speak to staff about PREVENT in the training time.

Governors approved the change to the school day / week.

84/16 School Development Plan

SM thanked LB and her team for updating and presenting the SDP, helpfully colour-coded in red and green to show which targets were fully achieved and which were not. LB explained that one example was the aim to set up a prize giving event this year. Over the year, it had become clear that this was not appropriate due to the small cohort and their individual needs. This target has therefore not been achieved and will be removed. Governors accepted this rationale, but those who had attended the leavers’ assembly wished to comment on how positive this event was. They had spoken with parents, who were all very happy and governors had found the event moving.

GQ – I notice there is a target about reaching out in to the local community. Given that Oastlers learners come from all over the city and Keighley, there is little direct relevance to local neighbourhood. How can governors help the school to engage?

There was some discussion about this question and a consensus was reached that residents of the local area had little direct interest in the school but they may become more engaged through the Community Garden project. It was felt that the professional stakeholders of the school: social workers; SEN team; Sencos; Connexions advisors; mental health workers etc had greater interest in the school and there was more benefit to the learners in engaging with these professionals. It was agreed that an Open Day for professionals to visit and see school in action was the best way forward. LB to arrange.

LB

Governors received the updated School Development Plan and agreed

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that it will inform their plans for 2017-18.

85/16 Safeguarding

CONFIDENTIAL ITEM (1)

86/16 Financial Update

SM reported that the Quarter 1 return has been signed off . There is no variation from plans and no concerns for the current year.

With regard to the legacy deficit budget, and reported above (82/16) the school now has a letter from the panel of the Schools Forum which supports the case that the deficit arose through no fault of Oastlers. The panel recommends that the Executive Committee of the Council picks up the bill. Their response will be known after their next meeting, probably in September.

**SM left the meeting at 6.15 pm and RK took the Chair.
Before leaving, SM gave some feedback on the Safeguarding Policy and then asked LB to thank all staff and learners for a good year. She wished all governors well over the summer.**

87/16 Staffing Structure

RS reported that the restructure approved at the last governors' meeting had been gone through successfully.

The ICT Manager had left.

The Behaviour Manager post had been made redundant and the staff member took voluntary redundancy.

3 Senior Staff posts had been restructured in to 2 posts. One of the 3 had elected to take voluntary redundancy, so the other two posts had now been filled (by Mr Sherratt and Mr Beckley).

ES added that interviews have taken place today for a teacher of IT and an appointment had been made; hoping s/he can negotiate early release from their present school.

88/16 Chair's actions

In SM's absence, LB reported that the Local Authority had again asked school to take a small group of learners with complex needs arising from autism. After careful consideration, LB has said she cannot meet their needs at Oastlers.

89/16 Governor business

- **Agree meeting dates for 2017-18** – dates were agreed as on circulated document.
 - 9 October; 4 December; 22 January; 26 March; 14 May; 9 July
- **Governor self-evaluation for 2016-17** – deferred
- **Governor skills audit** – all governors to complete the circulated NGA Skills Audit form and return to Clerk before the end of term

All govs

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Action

- **End of Year reports from named governors** – CW submitted a report by email to confirm that all Health and Safety checks had been carried out and there were no areas for concern.
- **Predicted vacancies for 2017-18** –
 - **CW's** term of office will end on 31st August. Governors were in favour of offering him a role as Associate Governor from then. The vacancy for a Parent Governor to be filled by election in the new term.
 - **SM's** term of office ends 31st August. SM had expressed her willingness to be co-opted again.
- **Agree procedure for election of Chair for 2017-18** – governors agreed to take nominations at the October meeting

90/16 Policy/document review

- **Safeguarding Policy** – some comments on the policy were made and LB undertook to update the policy as required. Governors were happy to approve the policy subject to the amendments being made.
- **Safe Touch Policy** – governors approved the policy as presented.

LB

91/16 Any other business referred from 79/16

none

92/16 Date of next meeting

Monday 9th October 2017 at 4.30 pm

There being no further business, RK thanked governors for their attendance and the meeting closed at 6.35 pm

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