

**Oastlers School
Full Governing Body
Meeting held on Monday 5th December 2016**

Meeting commenced at 16.45 pm

Present: Lyndsey Brown (Head); Carol Edwards; Charlie Jones; Sue Mawson (Chair); Shazia Qureshi; Kevin Taylor

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

	<u>Action</u>
<p>20/16 Welcome and introductions SM welcomed governors</p>	
<p>21/16 Apologies for absence Apologies were received and noted from Rahat Khan and Ed Sherratt. The absence was noted of Carl Walker.</p> <p>Clerk reminded governors that, as agreed at the October 2015 meeting, apologies would be noted but not accepted, i.e. 'agreed', for any governor. <i>Under the School Governance (Constitution) (England) Regulations 2012, any governor failing to attend governing body meetings for a continuous period of 6 months, without the agreement of the governing body, shall cease to be a governor.</i></p>	
<p>22/16 Declarations of interest for items on this agenda None</p>	
<p>23/16 Notification of any other business and requests for agenda order variations Chair gave notice that she would report on her recent actions under AOB.</p>	
<p>24/16 Minutes of previous meeting of 10th October – previously circulated The minutes were unanimously agreed to be a correct record. SM undertook to sign them at the end of the meeting.</p>	SM
<p>Governors agreed that, from this meeting forward, the non-confidential minutes of the governing body should be published on the school website.</p>	LB
<p>25/16 Matters arising not elsewhere on the agenda (see Tracking Log) Governors went through the Tracking Log and progress in each item was reported. Clerk to update Tracking Log to reflect discussion. Tracking Log should then be read in conjunction with these minutes.</p> <p>Highlighted actions include:</p> <ul style="list-style-type: none"> • Governors' declaration forms – all have now been received except two from governors who were not present. Clerk to follow up. • Head's meeting with LA 3rd Nov – LB reported this had been effective and there was now a better understanding of the purpose of Oastlers school as distinct from a PRU. 	Clerk Clerk

Signed by Chair as a true record Date:

- **All governors to draft a short paragraph about themselves for the school website**
- **A group of learner to give a short presentation to governors** at the beginning of the meeting on 23rd January 2017
- **Chair to provide new governors with succinct information about their role** - SM offered to update a summary document based on the Governors' Handbook and circulate to governors

Action
All govs

LB

SM

26/16 School Development Plan and SEF

Documents
SDP 2015-16
SDP 2016-17
SEF 2016-17

Governors received the previously circulated documents. LB set the context of the document and SM explained that the agenda allowed time for deeper discussion of a few key items. LB invited governors to discuss these key areas with her:

e-safety award – LB explained that this award is important to the school since it addresses potential risks to the vulnerable learners. However, it is a complex award to achieve and is taking staff time and financial input of around £1,200. Significant evidence is required from a range of areas, including governance and updating the website. RS confirmed that achieving the award is taking much time and effort. **GQ – do you think the enterprise is worth all the work?** Yes, we believe so because e-safety is so important to the school.

It will be necessary to demonstrate that governors have been updated on the school's e-safety policy and procedures and that they support and endorse these. *LB will arrange for Robert Bashforth to update the governors on this is a one-off session. LB to email governors with proposed dates.*

LB > all govs

Therapeutic provision – LB tabled a copy of a letter she has recently sent to Mark Vaughan at the NHS Bradford City Clinical Commissioning Group (CCG), seeking collaboration and possible funding. She advised governors that the LA were in support of the letter.

LB explained that the school currently offers Talking Therapies (Counselling and Play Therapy) Physical Therapies (Rebound) and Relaxation Therapies (Hypnotherapy, yoga, tai chi). She sees these as essential elements of the school's offer and envisages a need to spend around 10% - 20% of the school's budget on therapeutic provision including Psychology (could be clinical or educational).

LB referred to the cost of therapeutic provision and said that the school budget will not currently support any further development in this area. She asked governors for their views on therapeutic provision in school. CE stated that she didn't think the school could exist without therapeutic provision. Oastlers is a specialist school and to be so it needs specialist input. SM asked if other governors held this view, and **all were agreed that Oastlers should sustain and aim to develop, its therapeutic provision.**

Signed by Chair as a true record Date:

Action

LB is hopeful that the CCG may contribute to therapeutic provision at Oastlers through "Future in Mind" monies. CJ supported this but cautioned that much of the money has already been allocated.

LB

Governors were supportive of LB's letter to the CCG and look forward to hearing of developments at the next governors' meeting in January 2017. At that time, the school budget plans will also need to be discussed, taking into account the governors' confirmed view that therapeutic approaches are essential to the future of the school.

LB asked if governors had any further comments on the SDP? Governors were happy with the plan and were in favour of increased counselling.

GQ – can you tell me some more about Destinations and Transitions? Yes, the next event for Year 9 is in February

SM commented that the SDP for this year shows progression from last year's plan. Over time, she would like the SDP to be even more innovative with a vision for developing the school. LB responded that the school is still new and evolving and is continually adjusting its strategies to meet need. The middle leaders are all on SLE training and there is a regular staff exchange with another DAP¹ school. LB is meeting tomorrow with all the Behaviour Heads in Bradford (PRUs², Ellar Carr) to consider how they might develop in future. This cannot yet be encapsulated in the SDP but may affect future plans for Oastlers.

SEF – Learner numbers and impact on budget

LB told governors that she feels daily pressure in regard to learner numbers. She feels pressure to fill all places (90) in order to maximise income. Presently there are 83 learners on roll, meaning that income is lower than planned. The vacant places are all in Key Stage 4. As previously discussed, learner admissions in Yr10 and Yr11 are unlikely to be successful as there is insufficient time for them to benefit from the Oastlers interventions.

LB has felt pressure to increase numbers in the lower school beyond the class sizes that were originally planned. This is leading to some health and safety considerations and operational difficulties due to physical limitations of space and resources.

More than half of the learners are funded at Band 5 by the LA, yet are found to actually need Band 6 provision in school. This drains staff resources.

LB reported that she is having to cut back on purchasing college courses for post-16 learners due to budget restrictions.

LB reported that she had wondered if a staff restructure would alleviate the budget situation but no savings could be made in this way because of the cost of redundancy and so a restructure will not be pursued at this time.

SM assured LB that, if the lower school is full, governors would support a decision to refuse any more new entrants. She proposed that school stops 'bulging' years and accepts that some vacancies are being carried in Years 10

¹ District Achievement Partnership – a collaboration of special schools

² PRU = pupil referral unit

Action

and 11. LB was unsure if she could refuse to offer a place once the formal assessment process had started.

CONFIDENTIAL ITEM

SM asked governors if they had any further comments on the SEF? CE noted the school's strong stance on bullying and offered to work with parents on this issue. LB suggested an input at a Friday coffee morning.

LB/CE

SM asked for clarification about the observation of teaching and learning. RS explained that each term, there is a different focus. This term, the focus has been on Behaviour and Safety, where staff always score well.

27/16 Pupil Premium Funding

This was reported to governors in July 2016 and there is nothing further to add at this stage.

28/16 DAP Review

Governors received the report dated 10th October, written by Dave Smith. They commended this very positive review.

29/16 School holiday dates 2017-18

Governors approved the circulated list of proposed holiday dates.

30/16 Any other business referred from 23/16

Chair reported that she has been meeting weekly with Head. She has dealt with 2 staff concerns and one parental concern, which is part of an ongoing issue.

All school events are advertised on the school website, and governors were particularly invited to Christmas Dinner on 13th December.

31/16 Date of next meeting

Monday 23rd January 2017 at 4.30 pm

There being no further business, SM thanked governors for their attendance and the meeting closed at 7.20 pm

Signed by Chair as a true record Date: