

**Oastlers School
Full Governing Body
Meeting held on Monday 10th October 2016**

Meeting commenced at 4.30 pm

Present: Lyndsey Brown (Head); Robert Fairbairn; Charlie Jones; Rahat Khan; Sue Mawson; Kevin Taylor; Ed Sherratt; Carol Edwards

In Attendance: Ray Sutcliffe (Dep Head); Jeanine Fairbairn (Business Manager, partial); Gill Jennison (Clerk); Sue Dent (Clerk)

Action

01/16 Welcome and introductions

RF, as retiring Chair, welcomed everyone to the meeting and introductions were made round the table.

RF reported that he is making a career change to train as a teacher. He begins his university course this month and will be doing some of his teaching practice placements at Oastlers. Consequently, he **tendered his resignation** from the governing body. Governors accepted his resignation, but asked him to stay for the whole meeting. SM thanked RF for all his hard work and commitment as Chair of Governors.

02/16 Apologies for absence and their consideration

SQ had sent her apologies and these were noted. The absence was noted of CW.

Governors are reminded that it was unanimously agreed at their meeting in October 2015, that, from that meeting forward, apologies would be noted but not accepted, i.e. 'agreed', for any governor.

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.

03/16 Co-option / appointment of new governors

Kevin Taylor was proposed as a Co-opted Governor and was unanimously approved for appointment

Carol Edwards was appointed unopposed as the elected Parent Governor.

Governors were delighted to welcome KT and CE to the governing body.

Signed by Chair as a true record Date:

Action

04/16 Election of Chair for 2016/17 and confirmation of term of office

Clerk proposed that the term of office should be one year, and this was unanimously agreed.

Nominations were invited for the role of Chair. RK expressed his interest in the role, but said he did not have the capacity to take it on at present. Newly appointed governors did not feel ready to take on the role.

SM offered to take the role of Chair for one year and she was unanimously approved as Chair for 2016-17.

05/16 Election of Vice Chair for 2016-17 and confirmation of term of office.

As for the Chair, it was unanimously agreed that the term of office should be one year.

RK offered to take the role of Vice Chair for one year and he was unanimously approved as Vice Chair for 2016-17.

06/16 Declarations of interest for items on this agenda

None

07/16 Notification of Any Other Business and requests for agenda order variations

It was noted that the Business Manager's report had been omitted from the agenda and Chair agreed to add it.

08/16 Declarations of pecuniary interest 2016-17

Governors were reminded that it is a requirement that they should each complete a Declaration of Pecuniary Interest. Blank forms had been distributed with the agenda.

Declarations were received from SM, LB and RK. *All other governors to complete forms and submit to Clerk by email before half term.*

All govs

09/16 Register of governors' interests

Governors were reminded that it is a requirement that they should each provide information for the on-line Register of Governors' Interests. This can be accessed via Edubase and JF confirmed that she keeps this up to date.

Blank forms had been distributed with the agenda. Completed forms were received from LB and SM.

All other governors to complete forms and submit to Clerk by email before half term.

All govs

18/16 Any other Business –

Business Managers' Report and Q2 Finance Report

JF tabled copies of the **Q2 Financial Return**, and reported that school is operating a cost-neutral in-year budget. Although there has been some shortfall in income, measures have been taken to trim expenditure so that school operates within its in-year budget. The shortfall has arisen due to reduction in

Signed by Chair as a true record Date:

expected learner numbers and to funding paid at lower bandings.

GQ – how quickly do SEN respond to queries about funding bandings?

They are reasonable but we have historically brought in a number of learners from BACS¹ who attract funding at Band 5 only. These learners often need a higher level of funding but we have to gather a large amount of evidence to justify this to SEN. It all takes time.

JF confirmed that cost savings are being made by freezing the staff training budget, restricting purchase of resources, and training Catherine to do timetabling which had previously been done by consultancy.

GQ – we have around £10k in capital. What are the plans for that? Some – approx. £3k - has just been spent on special software and hardware for pixellating software related to our CCTV images. This was a recommendation from the Information Commissioner's Office.

JF asked governors if they were happy with the Q2 Return and they confirmed that they were. It was duly signed by SM.

At this point, LB stated that she wanted to remind governors that every cost-saving measure impacts directly on learners. CE welcomed this comment and SM sympathised but said that in the present economic climate school must work within its funding envelope. CJ and RK understood the financial pressures in the public service at present. Governors noted the Head's comments.

JF then referred to the legacy **deficit budget** from previous years. It arose when school was first opened with a full staff complement although not all learner places were filled. There is no realistic prospect of repaying the deficit so Oastlers **approached the Schools Forum for support**. The process was not managed well and Oastlers learned of the Schools Forum's negative decision via a phone call from a Telegraph & Argus reporter. Since then, RF and Catherine have met with 4 representatives of the Schools Forum to explore the issue further.

GQ – what is the Schools Forum? Every LA² is required to establish a Schools Forum. Its main function is to recommend how the funding from Government for schools and individual pupils, is managed. Bradford Schools Forum has around 35 members, who are mainly local Headteachers and governors.

In discussion with the representatives of the Schools Forum, it became clear that Oastlers designation as a special school was not understood by the Forum. *LB is taking this up with senior representatives from the LA and has a meeting booked for 3rd November.*

LB

SM thanked RF and Catherine for attending the meeting with the Schools Forum and said *she would take the matter forward with LB.*

SM

JF then highlighted further key points in her **Business Manager's report**:
The Food Technology teacher has resigned and will leave at Easter 2017. The post will be advertised after half term.
The next whole school training day is Friday 21st Oct, and will be in collaboration with other DAP schools.

¹ Behaviour and Attendance Collaboratives

² Local Authority

GQ – are the learner numbers in your report up to date? Yes, we currently have 83 learners.

GQ – do we have any potential new starters on the horizon? Yes, there is a possibility of one more for Yr 7, two for Yr 8 and two for Yr 9. Governors trust the Head to take learners who will fit with the overall mix and balance of learners within health and safety considerations.

LB commented that it would be nice to have more sixth formers. School has the space and resources. It should be straightforward to increase the PAN³.

JF left the meeting

10/16 Appointment of named/link governors

Governors agreed to take the following responsibilities for 2016-17 (see also separate sheet with full list).

Chair: Sue Mawson

Vice Chair: Rahat Khan

Named governor for safeguarding: Carol Edwards

Named governor for Looked After Children: Carol Edwards

Named governor for SEN: Shazia Qureshi

PREVENT: Kevin Taylor

Health & Safety: Carl Walker

Pupil Premium Strategy: Ed Sherratt

Behaviour & Attendance: Rahat Khan

Finance: Rahat Khan

Headteacher Performance Management: Kevin Taylor, Carl Walker, Rahat Khan

Governor Area Briefings Rep: Ed Sherratt

Other panels and committees to be staffed as and when needed

11/16 Code of Conduct for the Governing Body

Governors unanimously agreed to adopt the NGA model Code of Conduct for 2016-17.

12/16 Minutes of previous meeting, 11th July 2016

It was proposed by LB, seconded by SM, and unanimously agreed that the minutes were a true record of the meeting and they were duly signed.

All actions had been completed.

It was confirmed that the Headteacher's performance management had been completed and targets set for the coming year.

13/16 Matters arising not elsewhere on the agenda

- **Academisation update** – to be covered in Head's report
- **Governor's report to parents (c/f 94/15)** – Clerk explained that it is no longer a requirement for governors to present a formal, annual report to parents. However, at their last meeting, governors had indicated they would like to communicate with parents in some way.

GQ – does the Head send a newsletter to parents? If so, what could

³ Published Admission Number

the governors say in addition? LB confirmed that she does regularly send newsletters home. This used to be done weekly but is now, at parental request, being done less frequently.

GQ – do parents understand the role of governors? Should we explain what we do?

SM asked for a vote in favour of producing a governors’ report. By a show of hands, the governors decided they would NOT produce a formal annual report.

After some discussion, RS suggested that governors each write a short paragraph about themselves and their role on the board for uploading to the school website.

Governors agreed to each write a short paragraph for the website as proposed by RS. These to be collated by the Chair and Head and uploaded to the website under a short opening statement from the Chair. *All governors to submit their individual statements to the Clerk by half term.*

All govs

14/16 Key Stage 4 results (ES)

ES tabled an updated version of the results.

All seven of the Year 11 learners achieved 5 or more GCSE passes.

ES went through the results for the 7 learners in individual detail, explaining how the value added score had been attained in each case. The results show that all of the learners have made very good progress, in relation to their individual circumstances, since their assessment at the end of Key Stage 2. LB gave more detail about individual learners and about the challenges of receiving accurate Key Stage 2 assessment data.

The results also show that the **Year 12 learners have all improved their grades through re-sits**, although not all have yet achieved grade C’s in English and Maths.

GQ – It looks to me as if our learners find English the most challenging subject. Learners seem to be doing better in Science. Should English be a target for us? Yes, we have identified that learners find English challenging. They don’t read for pleasure and they do better at fact-based subjects like Science. They struggle with aspects of the English curriculum like Shakespeare and poetry. We are constantly comparing exam syllabuses to find the most accessible ones for our learners with the most appropriate assessment methods. All learners have individual support plans and targets and can access our Literacy Workshop.

SM said that governors need to know what progress learners are making in-year. ES said he would be able to report on this soon as mock exams take place in November.

GQ – the results sheet shows the progress data differentiated by various characteristics, e.g. learners in receipt of Pupil Premium, Looked after Children. How are these decided? LB said school must report on progress by gender; Looked After Children; Pupil Premium; English as a second language; SEN and ethnicity. It was agreed to report on Boys and Girls separately.LB

Action

reported that there is very little ethnic diversity amongst learners; the vast majority are white with only 3 being from ethnic minorities.

GQ – what is Pupil Premium? LB explained that it is funding allocated in respect of individual learners with particular needs, either meeting the criteria for free school meals or Looked after Children.

15/16 Headteacher’s Report

Governors had received the previously circulated report and asked LB if there were any particular points she would like to highlight.

LB wished to draw governors’ attention to the large number of ‘Causes for Concern’ in school. Last year, school recorded 251 Causes for Concern. These can range from head lice to serious sexual assault, but all must be investigated. Some can be dealt with in school, but many are referred to Children’s Social Care and some to the Police. School employs a full time Social Worker and around 70% of her time is spent on child protection issues.

LB believes it is vital for school to have a range of therapies on offer in school in response to these varied concerns. These should include talking therapies, physical therapies and relaxation therapies. School already has a Play Therapist and a Hypnotherapist but LB believes Oastlers needs to enhance its therapeutic offer. This can be done most cost-effectively by up-skilling existing staff. Two staff are currently straining as counsellors.

GQ – is it possible to buy in support services from the LA? I think it’s more cost-effective to provide our own. I’m also hoping the **CAMHS**⁴ may be able to support us, they already provide a clinic in school. CJ confirmed that government funding for Future in Mind has been promoted, but there is much competition for it. Kelly Barker, CAMHS Manager, may be able to help. *LB to approach CAMHS.*

LB

GQ – can you confirm which therapists you have already in school? We have one Play Therapist; one Hypnotherapist; one Counsellor. Two staff are training as Counsellors and one is training in Relaxation Therapy.

SM asked LB to come back to governors with specific, funded, recommendations once she has explored the matter further.

LB

Academisation update - At this moment in time the deficit budget remains a barrier to conversion. Oastlers’ letter to the Schools Forum has already been discussed above (18/16). There have been some interesting conferences and meetings taking place regionally that make clear the government is determined to bring about school conversions. We may wish to consider speaking with Castle Hill, Huddersfield and Beckfoot, Bradford in the future.

16/16 Proposed school restructure

CONFIDENTIAL ITEM (1)

⁴ Child and Adolescent Mental Health Service

Action

17/16 PACT HR policies for ratification

- **Managing workforce change**
- **Redundancy and premature retirement for teachers**

SM proposed, RK seconded, and it was unanimously agreed by governors that these policies should be adopted at Oastlers.

19/16 Date of next meeting

Monday 5th December at 4.30 pm

There being no further business, SM thanked governors for their attendance and the meeting closed at 7.15 pm