

**Oastlers School  
Full Governing Body  
Meeting held on Monday 8<sup>th</sup> May 2017**

**Meeting commenced at 4.40 pm**

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

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

**Action**

**63/16 Welcome and introductions**

SM opened the meeting and welcomed all.

**64/16 Apologies for absence**

CE had sent apologies and the absence of CW was noted.

**65/16 Notification of any other business and requests for agenda order variations**

The Finance items to be brought forward to allow JF to leave afterwards.

**66/16 Declarations of interest for items on this agenda**

None

**67/16 Minutes of previous meeting of 27<sup>th</sup> March – previously circulated**

Governors unanimously expressed satisfaction with the accuracy of the minutes and they were duly signed.

**68/16 Matters arising not elsewhere on the agenda (see Tracking Log)**

Governors went through their Tracking Log which was updated, and should be read in conjunction with these minutes.

**70/16 Finance – 3-year budget plan**

**Tabled paper:**

**Approved budget 2017-18 and predicted budgets 2018-19 and 2019-20**

JF presented the 2016/17 year end report and the draft 3-year budget.

**CONFIDENTIAL ITEM (1)**

The report shows that the 2016/17 year end showed a small, in-year surplus of £605. The legacy deficit of £164k remains; this was accrued in the early days of the school when not all pupil places were filled.

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The 3-year budget plan takes in to account challenges to the budget including a 1.5% cut in high needs funding (approx. £18k), the new apprenticeship levy of £7,250 and a rise in the contribution rate to West Yorkshire Pension Fund (up to 17.5% or around £20k). The budget anticipates that the proposed restructure will be implemented in September 2017; this will bring reductions in salary costs although there are redundancy costs in the first year.

The second year of the budget is balanced, but the third year will be 'very tight' due to increased staffing costs of increments and pensions.

It will be necessary to review the sixth form offer for 2019-20 as costs of off-site provision are increasing.

**GQ – I understand that Oastlers supports some learners from the Virtual School. Should Oastlers make a recharge?** LB said that this was being investigated.

**GQ – does the Local Authority have a policy on building a surplus budget?** JF said yes, a surplus of over 6% of budget would need to be justified. SM added that, once the deficit budget was cleared, school should be able to slowly build reserves for repair, redecoration etc.

**Overall, the budget presented for the next 3 years was balanced (disregarding the legacy deficit) and governors were happy to agree it. JF to submit to Local Authority.**

JF

SM thanked JF and Catherine for managing the budget very effectively.

SM noted that the budget was predicated upon a staff restructure in September this year and she asked RS to update governors on progress.

RS reported that the proposed new structure had been presented to staff and unions. The Union has no problem with the new structure. Voluntary redundancy has been offered; one individual has expressed an interest and must formally decide by the end of May. Two members of staff have resigned; one is the ICT Manager and his post will be replaced by a service contract. RS is currently writing new job descriptions and he has reviewed the line management as requested by governors at their last meeting.

**GQ – does the Local Authority approach in relation to the PRU have a bearing on the budget?** LB said she would update on this later in the meeting.

5.10 pm JF left the meeting.

## 69/16 Headteacher's Report

### Paper

Headteacher's Report to governors (previously circulated)

### **Attendance**

LB gave governors additional information about the attendance data. Overall, attendance has fallen to 90% but this figure includes a few persistent absentees (PAs) who skew the figures. If the PAs are removed, attendance is 95.4%. LB

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Action

assured governors that each PA is known well to school management, has specific needs and that these are being addressed. For example, one learner may be better placed elsewhere.

**GQ – will the family complain if you remove his place at Oastlers?** LB said not, as the learner would be offered alternative provision.

**Sixth form**

A cohort of around 9 learners has been identified as a viable group for September.

SM invited LB to report back on the sixth form in October once numbers are confirmed.

LB

**For discussion – possible new learners**

LB reported that she is in regular dialogue with the SEN team, who have asked if Oastlers might be able to meet the needs of around 10 children with complex needs. LB is still looking in to this. The range of their needs is great, including autism, profound health issues and offending behaviours. LB stressed that Oastlers has made no offer at this stage.

**GQ – I didn't see Oastlers as designated for children with complex health needs. How would they fit with our current cohort?** LB said that, if these children were admitted, they would have a highly individual programme and there would be little mixing with the current cohort.

**Governors were content for LB to have dialogue with the LA, but stressed that any new learners must be fully funded to cover all their support needs.**

**Study leave / new admissions**

LB reported that Yr 11 begin Study Leave from Spring Bank Holiday. This creates space in school and allows the new Year 6 learners to be brought in.

**SM said all governors would like to pass on their best wishes to all learners who are taking exams over the next few weeks.**

LB

SM asked for a destinations report in due course – to inform governors where students go once they have completed their 5<sup>th</sup> form studies ie return to Oastlers' 6<sup>th</sup> form provision, other courses or employment etc.

LB

**CONFIDENTIAL ITEM (2)**

**Questions to Head**

**GQ – what are the best times for governors to visit school?** LB recommended Friday morning assembly – learners receive certificates and awards at this time and it would be a good time for governors to drop in. **All governors were encouraged to attend the Yr 11 Leavers Assembly on 30<sup>th</sup> June at 9.30 am.**

KT said he had been in to school over lunchtime and felt it was a good time to visit to see the learners attending clubs etc.

**Safer Schools Officer**

KT updated governors that an excellent police officer, PC Cath Wilkinson, has been appointed to the post of Safer Schools Officer at Oastlers. She will start in September. In the meantime, KT will endeavour to place a suitable officer in the

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role on a temporary basis.

**72/16 Safeguarding**

Paper

Safeguarding Report to governors (previously circulated)

**Governors received the Safeguarding Report. There are no causes for concern**

The very comprehensive report outlines a number of areas which school managers would like to develop, particularly an increase in staffing for counselling and therapeutic work.

**GQ – you mention an increase in learners attending school under the influence of substance abuse and alcohol?** Yes, I think it's a trend across the city. Its manly cannabis.

**GQ – and how is the e-safety award progressing?** We will be assessed in June.

**GQ – the report lists Inappropriate Behaviour and Anti-Social Behaviours separately. How do you define the difference?** We believe anti-social behaviour to be violent and aggressive; inappropriate behaviour covers a range of other behaviours including name-calling, sexual behaviour.

**GQ – you now have C-POMS software in school, that should make it easier to collect data.**

**GC – the data is interesting but it would be helpful to me if I had last term's figures to compare against.**

**CONFIDENTIAL ITEM (3)**

**SW – what plans are there for the summer holidays?** LB said school will run a summer club for 2 weeks over the summer-which has previously been very successful. LB is approaching the Virtual School to see if they can help to fund a third week. KT mentioned the Police Camp which provides activities for young people. SW wondered if Sport Relief or Comic Relief could be approached for funding.

LB reported that Oastlers entered a team in the **Bradford Dragon Boat Festival**, and they came third in the schools section. Well done!

LB also reported on the **successful link** that had been established with a **Muslim boarding school for girls** in Clayton. This has been a great opportunity for 5 girls from Oastlers to spend time in a female environment.

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**Action**

**73/16 Chair's Actions**

SM reported that she continues to meet weekly with the Head.  
SM attended the meeting with the sub-group of the Schools Forum.  
Chair has been busy with a potential staff hearing; she thanked governors who had volunteered to join the panel. The matter has now been resolved by resignation.

**74/16 Policy/document review**

None

**75/16 Any other business referred from 65/16**

LB mentioned that CW's term of office ends in August and said that she has a potential replacement in mind.

**76/16 Date of next meeting**

**Monday 10<sup>th</sup> July 2017 at 4.30 pm**

SW asked about meeting dates for 2017-18. Clerk to draft dates for next year's meeting and circulate with minutes for comment.

There being no further business, SM thanked governors for their attendance and the meeting closed at 7.00 pm

Clerk

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