

MINUTES FROM THE GOVERNING BODY OF BELVUE SCHOOL

Date Wednesday 25 November 2015

Time 5.30 pm

Location Belvue School

Present

Mr Andy Baxter	Co-opted Governor	Chair to the Governors
Mr Jay Shah	Parent Governor	
Mrs Shelagh O'Shea	Head Teacher	
Nicola Harmer	Co-opted Governor	
Jo Andrews	Co-opted Governor	
Liz Lyons	Co-opted Governor	

Attending Ms Lorna Brown Clerk

	Item	Comment	Action	Whom/When
1	Introductions and Apologies	Apologies were received from Lyn Woodcock.		
2	Authorised/unauthorised absence/Governor matters	Sukveer is on maternity leave. Unauthorised absence - nil		
3	Declaration of Interests	Liz declared she was involved in scanning student files. This was noted. The Governors had completed the Declaration of Pecuniary and Personal Interest forms. They will be published on the school website.	Completed forms to be published on school website.	

4	Minutes from the previous meeting	Agreed		
5	Matters Arising	<p><u>TA Qualifications</u> - SO and Clair to meet with Chris Prowse – HR schools consultant to look at costings for the new structure. To be reported at the next Finance meeting on 2/12/15. SO may invite Chris to a future FGB meeting.</p> <p>JS expressed his concern that 9 staff could be affected. SO agreed it was a large amount of staff and said she would investigate other options. The impact on staffing will be discussed at governing body level.</p> <p><u>Health & Safety</u> - SO reported surgery was required on the member of staff who had recently broken their wrist. Flowers have been sent. Another consultant will be recruited to cover her post.</p> <p><u>Safeguarding</u> - LL reported the Belvue safeguarding group would be meeting next week.</p> <p><u>Governors List</u> - It was noted that 3 Governors, Liz Lyons, Lyn Woodcock and Sukhveer Virdee had passed their membership dates. To continue as Governors: Liz as a co-opted governor and Sukhveer as a staff governor will need to be re-elected. Lyn as the local authority governor will have to complete the Local Authority Governor application form.</p>	<p>Chris Prowse to be invited to FGB.</p> <p>Impact on staffing to be discussed at next meeting</p> <p>Elections to be held for Liz and Sukhveer. Lyn to complete application form</p>	
6	Head Teacher's Report	<p><u>Role of Governors</u> SO reminded the Governors of the school ethos – ASPIRE, and the 5 main priorities for 2015-2016.</p> <p>Two main priorities were linked to the Governing Body:</p> <p>Priority 1 – Margaret Allen to attend full governing body to advise and train on how to monitor good and outstanding lessons and progress.</p>		

		<p>Priority 2 – SO reported in order to plan and provide for the high needs beyond post 16’s a committee titled “Provision Planning for Young People” is to be set up. The committee will include people from a wide variety of backgrounds and organisations. All local special schools will be involved. Simon Roberts and Joan Gibson from Belvue will be on the working party.</p> <p><u>Staffing</u> SO reported the music teacher had resigned. A replacement has been found from within the school and their position is to be backfilled. The post will be advertised in January after consultation regarding Ken Acock staffing. Belvue is part of a national project working with Drake Music that is linked to Birmingham University.</p> <p><u>Current Data</u> SO reported the attendance for the last academic year was 93%.</p> <p>SO reported from the summer term data analysis. She said KS3 were doing well and that science was improving. She also explained how “value added” was measured using pupil type and subject type. SO said it was difficult to show improvements in comparison to other schools. The data produced was very useful for monitoring teaching and learning at the school. NH said OFSTED were now more concerned with local levels and expectations rather than comparisons with national guidelines.</p> <p>SO said from next September assessment without levels will use KPI’s and percentages. Every school can create their own systems.</p> <p>SO reported that in English, FSM’s were doing better than non-FSM’s. The pupil premiums used support FSM have proved very effective.</p> <p>NH asked if there was a Governor assigned to pupil premiums. SO said there was not one at present, but will allocate in the future. SO explained that statistics were available that tracked the students throughout their time at Belvue, any interventions could easily be identified. NH also added that pupil premium information was available on the school website – please see</p>	<p>Working party for beyond 16+ to be set up.</p> <p>Music post to be advertised in January 2016.</p>	
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7	Governor Training	AB advised Governors to always check the Directors Report for up to date training information and courses.		
8	Correspondence	AB reported he had received a letter containing feedback from a parent. He said it was not a complaint but exposed a lack of communication between the parents and the school regarding detailed content of a course. SO explained that for P16 provision there was some uncertainty about some courses. The courses could be pulled at any time due to various factors, for example too few pupils. SO reiterated this could happen at any time. SO will reply to the letter and meet the parents. SO will also reassure the parent that their child can stay on for a 2 nd year. SO reported there were failures within the Connexions service that led to an absence of the transitions meeting that should	SO to reply to letter.	

		<p>have happened. NH asked what services did the parents not get or thought they did not get. Also what support is there for parents at these particular times. SO replied they had received a timetable but wanted a more detailed timetable for the course followed. Details are now published on the school website. The course concerned is not guaranteed for next year. It could be pulled at any time if there are not enough pupils. LL suggested there should be a prospectus for post 16's showing possible achievements. AB said the parents had valid points and their concerns will be addressed. AB recommended a Governors response, preparing to meet if necessary. NH asked what support was available for parents if courses were pulled. SO suggested some therapeutic time could be used to run transition courses for parents going through that stage. SO and Joan will address the learning points from the letter. NH also suggested forming a working group of parents who have already gone through the process. SO reported there were many partnerships already working with post 16's, for example, Brent Lodge, Littern Project, W13 and Housing Associations. JA suggested the transitions evening meeting could include, support group, buddying up and workshops. SO will invite AB. AB will feed back at next meeting.</p>	<p>Governors to respond or meet if necessary.</p> <p>SO & JG to address points of letter.</p>	
9	Directors Report	<p><u>Directors Report – carried over from previous meeting</u> Item 14 – noted</p> <p>Item 15 – EHAP – new tools to identify needs and assessment.</p> <p>Item 16 – noted</p> <p>Item 17 – noted. Applies to main stream schools.</p> <p>Item 18 – SO reported part of OFSTED framework. Belvue was awarded a Bronze Award for Healthy Eating in Schools. A silver award is on the way.</p> <p>Item 19 – FGM – see Head's report. All staff have been trained.</p>		

		Item 20 – noted Item 21 – noted Item 22 – noted.		
10	Any Other Business	None		
11	Dates and times for future meetings	<p>Wednesday 3 February 2016 5.30 pm</p> <p>Wednesday 9 March 2016 5.30 pm</p> <p>Wednesday 18 May 2016 5.30 pm</p> <p>Wednesday 6 July 2016 5.30 pm</p> <p>There will be a presentation at 5.30 pm before the meetings. They will start at 6.00 pm.</p> <p>The meeting ended at 7:30 pm</p>		

Chair of Governors

Belvue School

Rowdell Road

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Lorna Brown

Clerk to the Governors

Date

