DRAFT GOVERNING BODY OF BELVUE SCHOOL

**Date** 20TH March 2014

**Time**  5:30 pm

**Location** Belvue School

**Present** Mr A Baxter Parent Governor Chair to the Governors

Mrs F Baxter Community Governor

Ms S Dwane Parent Governor

Mr A Loftus Parent Governor

Ms L Lyons Parent Governor

Mrs S O’Shea Staff Governor Head Teacher

Miss P Read Community Governor

Mr J Shah Parent Governor

Ms T Sooknanan Community Governor

Mrs L Woodcock Local Authority Governor

**In attendance** Ms Lorna Brown Clerk – introduced at start of meeting.

Greg Head – School Data Manager – during presentation only

**1 APOLOGIES**

Ms Joan Gibson Retired

Ms S Virdee Maternity leave

**2** **AUTHORISED/UNAUTHORISED ABSENCE**

There were no unauthorised absences.

**3 GOVERNING BODY MEMBERSHIP AND DECLARATION OF BUSINESS INTERESTS**

There were no declarations of business interest.

**4 BRIEFING BY GREG HEAD – SCHOOL DATA MANAGER**

The School Data Manager Greg Head, presented his briefing on Understanding School Statistics. During the presentation he explained how and why data was collected.

Mr Head explained core subject performance and how the data was analysed and interpreted. He said that child based statistics were used at Belvue.

SO stated that the data would be used to take individual actions to support the children. Future stats could be used to show what interventions were successful ant those that were not.

JS asked if the data was in SIMS. Mr Head said that most of the analysis was done in MS Excel . Some was done in SIMS.

JS queried the accuracy of the stats. Mr Head explained that the accuracy of the data would be confirmed once a data set was completed next year - when the current year 8 reaches year 9.

FB said the stats could be used to show how staff were setting targets, for monitoring staff statistics, for action accuracy and action interventions.

SO said they could action support for individual learners on a termly basis. It would be value for money.

Mr Head presented a graph that showed points achieved over time against a target. It indicated clearly those on track, above track, below track and those who were cause for concern.

FB commented it was a good visual reminder and that individual targets could be raised for both higher and lower achievers.

SO congratulated Mr Head on a job well done.

**5 MINUTES OF LAST FULL MEETING**

The following amendments were agreed

Apologies were received from Steph Dwane

Page 6 ”LW asked about the progress of pupil…” should read LL.

Page 6 Pay Documentation and Honorarium LW stated that she was present during the ratification and the meeting was quorate.

The minutes of the last full meeting held on 6th February 2014 were agreed as a true record and signed by the Chair.

**6 MATTERS ARISING FROM THE LAST FULL MEETING**

Governing Body workshops – in progress

Governing Body membership – The Chair and Head met with Therese McNulty

Status of Malcom Dellbridge, Local Authority Citizen Governor confirmed. He has been removed from post due to non-attendance.

Local Authority Citizen Governor –The LA have advised that if the political parties could not appoint a LA representative governor, then the GB could appoint someone to the post.

**7 GOVERNING BODY RECONSTITUTION**

AB reported that new Governors regulations come into effect in September 2015. The change in regulations state that GB’s can be reduced in size. AB recommended that Belvue take these regulations on board in September 2014. This would give plenty of time to improve before the next OFSTED inspection.

AB asked all members of GB to consider if they want to continue in role. AB listed the statutory Governors – the rest can be co-opted. There should be a minimum of 7 on GB.

AB & SO will be looking at GB from now until Sept 14 – to ratify by Sept 14.

LW asked if under the new regulations co-opted members can vote. AB stated at they would as they were still full Governors.

AB said that GB can co-opt Govs with specialist skills.

SO added that to be on the reconstituted body, Govs have to be committed to the new requirements of Govs. In the past sufficient scrutiny was not demonstrated. Govs did not ask searching questions.

LL said that Govs need to know what is expected of them. SO said that Margaret Allen made this clear at last GBM.

AB reiterated that GB must make clear if take on role what expectations would be.

SO to make sure that PowerPoint presentation made by Margaret Allen highlighted role of Governors would be distributed.

**7a Budget**

SO report outturn of approx. £280k. Including the £150k adjustment from LA.

Any surplus will be ring fenced for specific purposes.

Reported that in reality the budget is shrinking in relation to inflation.

JS pointed out that the reserves were reduced. SO replied that they normally end up with a surplus and that a lower reserve was quite healthy.

SO pointed out that losing one child place will cost Belvue around £27k. Big impact on school with tight budget. Difficult to do financial planning and budgeting.

SO reported that a Brent child from Northolt High starts on Monday 27/3. Brent will pay LBE who will then pay Belvue. SO said they had to take suitable children from all boroughs or lose income and the young person loses an education.

**8 HEAD TEACHER’S REPORT**

**New Playground Health and safety**

SO reported the risk assessment was completed. A new policy was written for the playground – it is on website. It states the school position on the benefit of risk. It is not a risk free environment – there are controlled risks. Risk is an essential feature of play provision. She also said the school is attaining a balance between safety and risk. For example, big bikes and trikes are used during lunchtime when other children are in the playground. Those on the bikes have to negotiate the track and avoid the pedestrians. Those on the ground have to avoid the bikes. On the climbing frame there are only two rules. Firstly, only one child at a time is allowed at the top and secondly, do not shake the frame. Belvue is teaching life skills.

LW asked if anyone other than GB has the right to alter policy at Belvue.

SO said on play policy - she took advice from experts. The draft policy is on the website and there is opportunity to amend it following consultation. It is important that parents understand the policy around risk.

FB said that young people have to think and take care in a natural setting. Risk is part of childhood.

**Quality of Teaching**

Table A – Teaching observations over 3 terms

Table B – Breakdown of measurable objectives

AB asked what safeguards were used to validate the findings. SO replied that she and another member of the SLT reviewed observations. They have both been trained by OFSTED.

She said that the stats were accurate but there was still room for improvements.

LW queried the “required improvements” (RI) result. She asked if these staff were revisited or were new observations done in the next term. SO replied that there was written and verbal feedback after the observations. The same staff was checked again within an agreed time within the same term – unannounced. All these initially “RI” staff made improvements that were sustained.

JS asked what the criteria was for an outstanding score. OS said that the check for outstanding is 60% of the lesson criteria meeting the outstanding grade. She said that at present the teaching was consistently good.

AB asked how instances were recorded for Health & Safety. SO said there was an incident book where minor incidents and near misses were recorded. Findings were sent to H&S and the LA when required.

AB asked how the number of H&S incidents per term could be presented at next GB. SO to do so for next meeting.

**8a Redwood Project**

AB reported that the LA received money from central Government for Post 16 provisions in the borough. Originally it was planned that Belvue would provide Post 16 at Redwood College. This plan has been diluted and they would have to share the site with Redwood College. SO said this was unacceptable and should have been settled before Christmas. She said the LA offered to build on Belvue site.

AB said building on the school site was not possible. Money still there – LA will add to it making a total of £1.8m. They were still looking for a suitable site.

JS asked what size site they were looking for. SO said space was needed for activities including hospitality, construction and social enterprise, also rooms for teaching core subjects and providing therapy. A gym would also be welcomed.

JS asked if the money available would be enough. AB said if there was no land purchase – it should be enough.

TS asked how many young people were they thinking of for post 16. SO said around 40.

SO said discussions were still underway.

AB agreed that LBE needed more options and diversity in post 16 SEN provision.

Various local sites were proposed and discussed at the meeting..

AB said he would be meeting the LA at the beginning of April again. He stated that the school should not miss this opportunity.

LW said it would be good PR if settled before elections.

JS asked if the current site could be developed. SO said it was not possible to redevelop the building.

**8b Linked Visits**

TS had corresponded with Dirasha Naidoo – RE: the marking, feedback and assessment policy for whole school TS will visit on Friday 28/3/14.

LW 2 visits. With SO regarding staffing issues. Also with Marianne Hillman the horticulturist about the grounds, gardening, plant sales and recycling issues. Also spoke about plans to improve the pond ie clear debris and erect fencing. Will meet with her again.

LW also met with Mike Baldwin about the woods.

LL has had email contact with Chris Chambers about responsibilities and roles.

AL to resign from English and numeracy role due to timework pressures.

JS in contact with Jennifer Vaughan from ICT about the Unacceptable Use policy.

AB has been in contact with Denis O Brien, Family worker – who is dealing with many complex safeguarding issues. The Govs praised the excellent job done by Denis and said he was a great advocate for the young people.

The governors were reassured that Denis was getting appropriate suppervison support from the Deputy Team manager from CWD team and management supervision from SO.

AL reported that there were a number of incidents between Belvue students and other young people in the area. The police had to take the Belvue students to places of safety. SO said that lots of work needed to be done with the young people from both sides. LW informed the meeting that the Community Police would be happy to come to Belvue and talk to the students.

TS asked if anyone had contact the Safer Schools Officer. SO said they had not but if necessary then have received assistance from the Northolt School Community Police.

LW stated that schools officers were doing a valuable job and that the Ealing model was so successful it had been copied throughout London

**9 RECORDING AND REPORTING OF RACIST INCIDENTS INVOLVING PUPILS**

There were no incidents this term.

**10 POLICIES – FREQUENCES OF REVIEW**

Governors SO and AB reported that some policies would not be allocated until the GB had been reconstituted. Some policies have to be revised on a set time basis. Current policies were on the website. After the reconstitution, each Governor will have a link teacher, and be responsible for two policies. The policies will have to be reviewed by them. Governor responsibilities were also noted on the website.

SO reported on the new Governors expenses policy – she asked for an immediate decision on whether it was required or not. The new policy allowed Governors to claim expenses if they represented the school on training, for childcare costs for meetings etc. Policy to be circulated by email.

Agreed to circulate for review. To be discussed and ratified at next meeting.

**11 DIRECTORS REPORT FOR GOVERNORS**

**1**. **2013 Pupil Outcomes**

Governors noted this item

**2. Securing Good Moving to Outstanding**

SO stated the need to set high and challenging expectations.

**3. Ofsted Updates**

Ofsted framework for 3013 – places greater emphasis on governance and quality of teaching.

**4. Ealing Music Service**

Governors noted this item

**5. Topical Issues**

Pupil Premium – Changes for April 2014, £1900 for each child who is entitled. Now includes adoptions

**6. Governing Body Membership**

Governors noted and discussed – must ensure Governing Body information is up to date.

**7. Local Authority Governor Appointment/Nomination/Complaint/Removal Procedure**

Governors noted this item. In progress at Belvue. Non attending governors removed.

**8. Parent Governor Representative/Nomination/Elections Special School Phase**

Governors noted this item. Special School governors on education committees at LA

**9. Safeguarding and Child Protection**

SO to go on link for clarification before feeding back.

Governors training on safeguarding completed in Autumn 2012. SO to confirm when update due.

TS asked if FGM included in the safeguarding training. SO said they were working with specialist organisations to deliver training to pupil and parents. Will inform TS when starting.

LW - Safer Recruitment training – Statutory recruitment training for Governors. SO informed the meeting that the previous Chair, the School Business Manager and herself had attend the training. SO said that individual governors could go on training via EGFL.

**10. Disclosure Barring Service**

Governors noted this item.

**11. SEN Reforms**

New Code of Practice from September 2014. Young people with statements will have health and education plan combined. From Sept 14 all new pupils will get a new plan. New plans to be rolled out to existing pupils.

SO to prepare briefing on implications for Belvue eg funding, operational etc.

SEN reform – LL reported that there would be sessions for parents this weekend at Ealing Town Hall. They should contact LBE for details. SO to check and send info to parents..

**12. Think Family Plus**

SO reported on the new criteria for eligibility. They now include children not in school. SO to chase up the tribunal case.

**13. Occasional Days for Academic Year 2014/15**

School calendar was distributed at meeting. SO reported historically the school was closed for 2 additional days as learners had four extended days to cover night school and two school shows. Govs agreed to continue with pattern. The School calendar for 2014/15 was agreed by the Governors.

**14 Governor Development Update**

FB said she had applied for training on line and had no response. FB to chase up. FB to phone and inform EGFL.

AB urged Governors to take up training opportunities as they are free. The school pays.

**12. GOVERNOR’S EXPENSES**

Nil report.

**13. CORRESPONDENCE**

AB reported one item from a charity recruitment agency that could help in recruiting governors with particular skills. Will look at later in the year after the skills audit.

**14. AOB**

Smashing Glass – Reported going very well. Stocks running low. LW said it was a fantastic experience. Pop up shop closing next Saturday. Urged all Govs to visit.

SO said it was an incredible success and the young people loved it.

Thanks were noted to Clare Preston for the Smashing Glass website – www.smashingglass.org

**15 DATE AND TIMES OF NEXT MEETINGS**

The next full Governors meeting will be held on Thursday 24 April 2014 at 5pm.

The meeting finished at 8.05 pm.

Chair of Governors School name & address

Lorna Brown Clerk to the Governors