



## Minutes of the Governing Body Meeting held on 3<sup>rd</sup> July 2017 at 5.30pm

### Attendance:

Andy Baxter – Chair to the Governors (AB)  
Shelagh O’Shea – Head Teacher (SO)  
Elizabeth Lyons – Co-opted (EL)  
Joan Andrews – Co-opted (JA)  
Sophie Winwright – Staff (SW)  
Mike Hibbert – Co-opted Governor (MH)  
Ross Tobin – Co-opted Governor (RT)  
Chris Summers – LEA Governor (Councillor) (CS)  
Jag Wadhwa-Brown - Science Curriculum Leader (JWB)  
Shane Beverley - Parent Governor

### Others Present:

Helen Hill – Governor Support Clerk

<b>1.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	<b>Action</b>
1.1	Shamini Therarajah and Jay Shah sent their apologies. These were received and accepted.	
<b>2.</b>	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	<b>Action</b>
2.1	There were no declarations of interests.	
<b>3.</b>	<b>A FOCUS ON EVIDENCE OF PUPIL PROGRESS IN SCIENCE</b>	<b>Action</b>
3.1	Jag Wadhwa-Brown – Science Curriculum Leader introduced this item. Her presentation highlighted the progress KS3 were making in Science. In particular: <ul style="list-style-type: none"><li>• Pupils studied 6 units of Science across KS3 each year.</li><li>• Scientific enquiry was embedded into the teaching of these units.</li><li>• The Science units were content-led and knowledge-based</li><li>• Learning journeys were incorporated into the Science Curriculum.</li></ul>	

- Assessment at KS3 in Science used a cover sheet which has recorded upon it the pupils learning objectives.
- The School's new IT assessment tool, 'Classroom Monitor', monitored pupils independent learning and their progress as benchmarked by the KS3 performance indicators.
- Teacher Assessment as part of the 'Classroom Monitor' system, demonstrated what guided support each pupil needed in their Science lessons, and what new knowledge pupils had gained from one lesson to the next.
- It was important that teachers noted how pupils recollected information from one unit to the next.
- Short to long-term teacher assessment for pupils in Science at KS3 was a significant feature of the 'Classroom Monitor System'. Classroom Monitor enabled the tracking of softer key stage learning outcomes.
- In response to a question by AB, JWB commented that there was enough data in Classroom Monitor to analyse a small sample of a group of pupils work.
- Classroom Monitor was a new IT Assessment Tool, recently introduced to the School.
- Eventually, the School would be able to benchmark pupil progress in Science at KS3, comparing the start and end points of pupil progress and how this impacted on teaching.
- Teachers, as part of assessing pupil progress, would also be able to monitor how this met their own expectation of pupils learning.
- In response to a question from JA, JWB commented that teacher assessment recorded progress, according to each pupil's level of learning difficulty. Every worksheet used was designed and adapted to meet the needs of each pupil.
- The Head teacher reported that after 3 years, Classroom Monitor data would be analysed and interpreted so that pupil progress was tracked across all units. At the moment there was insufficient data to do this. RT asked whether pupil progress overall in Science was good at KS3. It was confirmed to be good by JWB.
- JWB reported that the Science Curriculum was a practical Curriculum designed to be more engaging for the pupils. This was in response to the last Ofsted report, which indicated that Science needed improving in the School. There had been a marked improvement with pupils learning to interact with the world outside the classroom. Communication skills were essential to the Science Curriculum as they improved the pupils' social and literacy skills.

	<ul style="list-style-type: none"> <li>• JA commented on how the key stage Science Curriculum linked to the Post 16 Curriculum. The Head teacher reported that it was important that as a priority, the vocational Curriculum was available in the first instance to KS4 and KS5 students. Taking a double Award in Science, would undermine the opportunity for students taking relevant vocational courses.</li> <li>• RT asked what role JWB had in connection with Science. JWB confirmed that her main role was as a Science Teacher/Curriculum Leader in the School.</li> <li>• The Governors thanked JWB for her valuable and useful presentation.</li> </ul>	
<b>4.</b>	<b>SIGN OFF MINUTES OF PREVIOUS MEETINGS HELD ON 15<sup>th</sup> MAY 2017</b>	<b>Action</b>
4.1	The minutes at the previous meeting held on the 15 <sup>th</sup> May were signed as an accurate record of the meeting.	

<b>5.</b>	<b>MATTERS ARISING FROM PREVIOUS MEETINGS – ACTION POINTS ONLY</b>	<b>Action</b>
5.1	There were no matters arising	

<b>6.</b>	<b>HEAD TEACHER'S REPORT</b>	<b>Action</b>
6.1	<p>SO introduced this item. The main issues were:</p> <ul style="list-style-type: none"> <li>• Core Curriculum Leaders were analysing pupil progress and outcomes using a range of information, including Learning Journeys and the new Classroom Monitor system.</li> <li>• CPD was offered for all staff regarding the use of the Classroom Monitor system focusing in particular on soft learning outcomes such as social interaction and communication.</li> <li>• The School had used part of the Year 7 catch up funding to employ a music specialist to deliver singing lessons in Y7 to improve communication skills, raise the confidence of pupils and increase their vocabulary. A specialist maths TA had also been appointed to support with numeracy in Year 7 as part of this funding.</li> <li>• Regarding the capacity of the Governing Body, this had been improved and new Governors had been appointed.</li> <li>• Pupil behaviour within the School was good. The School in particular was focusing on pupil behaviour outside the School, in areas such as Internet safety.</li> </ul>	

- JA asked whether issues of safeguarding were being recorded as part of the Internet safety initiative. SO reported that these were monitored in the 'My Concern' IT tool.
- In September it was anticipated that the school roll would be 175. This would impact significantly on school funding. As regard staffing issues there were no staff leavers. A new post had been advertised for an unqualified teacher and a second family worker. These had been filled. Starting dates were September 2017. CS asked about the role of unqualified teachers in the School and how usual this was. SO reported that these teachers were graduated without a teaching qualification but they were all allowed to work in the school under the supervision of a teacher. The School would provide training for unqualified Teachers and expect them to work towards becoming qualified.

6.2

Ealing Learning Partnership:

SO reported that an interim board had been established to oversee the development of the School's partnership and decide on what contributions member schools would make to the partnership. SO had been appointed to sit on the board as the Special School's Heads representative. In response to a question by JA, SO reported that there would be representatives from all sectors in the Ealing Partnership.

6.3

School Budget:

SO reported that the reserve balance was £76,964.68. The Devolved Capital Balance was £127,375.69. The School had a deficit budget. JA asked why this was and SO reported that it was due to high staffing costs as and staff pension costs. After a careful consideration of the proposed figures for 2017/18, Governors agreed the budget.

6.4

Building Works:

- SO reported that the Woodland Learning Space was now scheduled for completion by the end of term.
- Tenders for the completion of the School expansion-building programme for the Ken Acock site were now in and the LA was assessing the applications.
- Work to upgrade the accommodation at Northolt High School would be completed after the summer to ensure the building was fit to accommodate post16 students.
- The Governors discussed the progress of the new School building and were shown design plans by SO. The LA was currently completing the feasibility report. The plans had been worked on extensively with the LA and Studio Weave (architect) to ensure they met the needs of the School and its pupils. Ealing Architects were considering the cost of the build and whether it would come within the

	<p>accepted budget.</p> <ul style="list-style-type: none"> <li>• SO requested that the Governors consider funding of the sum of £15,000 for the Studio Weave architects to support the next building stage. This funding could come from the Devolved School Budget. Studio Weave had worked closely with the School and understood its ethos and values, thus rejecting a 'corporate' style building. The new designs incorporated the use of open spaces, lots of light and environmentally friendly features.</li> <li>• The Governors agreed that the additional funding should be made available. JA asked whether Studio Weave gave value for money. SO reported that the new building was not only sensitive to the needs of the pupils but was also cost effective.</li> <li>• CS asked whether the building works would disrupt the pupils' education. SO reported that it would not.</li> <li>• SO went on to highlight the visit from Richard Hill (Ealing's Consultant Advisor). The purpose of this visit was to validate the Senior Leadership Team's judgement on the quality of teaching within the School. Richard Hill concluded that the School's judgement concerning the quality of teaching and learning was secure.</li> <li>• SO outlined the priorities for the school for 2017-2019. These were outlined in her report.</li> </ul>	
--	--	--

<b>7.</b>	<b>GOVERNORS' STATEGIC DECISION</b>	<b>Action</b>
7.1	Update on Building Programmes. (This item had been discussed under the Head Teacher's report.)	
7.2	Update on funding (This item had been discussed under the Head Teacher's report.)	
7.3	<p>Membership of the Governing Body update:</p> <ul style="list-style-type: none"> <li>• AB reported that he would be stepping down as Chair of the Governing Body. The Governors agreed that it was anticipated that JS would become acting Chair until a permanent Chair was appointed. (JS is Vice Chair).</li> <li>• SO reported that the new Chair would need to work very closely with her and so would need to be committed to meeting with her on a regular basis to consider issues such as Ofsted Outcomes, the strategic role of the Governing Body and other school priorities.</li> <li>• A temporary Chair would need to be appointed.</li> </ul>	

<b>8.</b>	<b>REPORT FROM THE FINANCE &amp; RESOURCES COMMITTEE</b>	<b>Action</b>
-----------	--	---------------

8.1	Minutes from the Finance & Resources Committee, Wednesday 3 <sup>rd</sup> May 2017. These were ratified from the Governing Body.	
8.2	The Statement of Internal Control. This statement was also ratified from the Governing Body.	
8.3	The Report of the Board of Trustees and Financial Statement for the Year ended 31 March 2016. This report was ratified by the Governing Body.	
8.4	Belvue School Financial Management Policy, 2017. This policy was ratified by the Governing Body.	
8.5	<p>The School's Financial Value Standard (SFVS). This was ratified and signed off by the Chair.</p> <ul style="list-style-type: none"> <li>• SO reported that the Business Contract for the School was up for renewal. The Contract was worth £25,000. Three suppliers had been asked for tenders. The Governors agreed that Ealing FM had given good value for money in the past and had a good proven record. The Governors agreed that the School would continue with this service.</li> </ul>	

9.	CHAIR OF THE FULL GOVERNING BODY	Action
9.1	Correspondence: none	
9.2	Chair's Actions: none	

10.	ANY OTHER BUSINESS	Action
10.1	<p>Dates of GB Meetings 2017-18:</p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> October</li> <li>• 4<sup>th</sup> December</li> <li>• 5<sup>th</sup> February</li> <li>• 23<sup>rd</sup> April</li> <li>• 21<sup>st</sup> May</li> <li>• 2<sup>nd</sup> July</li> </ul> <p>Date of next Finance Committee: 13<sup>th</sup> July.</p>	
10.2	<p>GDPR Briefing: JA introduced this item: She reported that:</p> <ul style="list-style-type: none"> <li>• The GDPR, which was legally approved in 2016, would come into force on the 25<sup>th</sup> May 2018 and would be</li> </ul>	

10.3	<p>would remain similar there would be a greater focus on evidence-based compliance when undertaking pupil records.</p> <ul style="list-style-type: none"> <li>This new development on data protection would impact on how Schools kept and recorded pupils' information. There would be a greater need to get consent from parents and guardians regarding keeping pupil records. The Governors would be kept updated on what changes would be needed by the School in this regard.</li> </ul> <p><u>Thanks to Andy Baxter:</u> warm thanks were given to Andy for his commitment and service to the School. The pupils had been lucky to have him as their advocate during his time at the School. He had diligently promoted, through his role as Chair of the Governors, the wellbeing of the pupils of the School and he would be greatly missed. SO and the Governors thanked him for his hard work and wished him well for the future.</p>	
------	---	--

11.	CONFIDENTIAL MATTERS	Action
11.1	None	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 7.20pm

Signed: *Fay Shah* Date: 09/10/2017  
~~Andrew Baxter, Chair of~~  
 Belvue School, Ealing