

## Minutes of the Governing Body Meeting of Belmont School held at the school on 12<sup>th</sup> April 2016

### Governors Present

Mr K Day (Head)

Mrs J Godwin

Mr R Purdon

Ms J Field

Mr M Lardner

Mrs L Remmer

Mr G Hayter

Mr R Lyons

Mrs J Tee

### Apologies

Mr B Smith

### Also In attendance

Mrs Yeates (Deputy Head)

Ms S Hunt (Clerk)

Mr A Fry (Teacher)  
(item 2 only)

### **1. Welcomes / Apologies**

The Chair welcomed all. Apologies were received and accepted.

### **2. 'SLEUTH' presentation**

Mr Fry provided an overview of the 'SLEUTH' system, demonstrating how rewards and sanctions were recorded and individual child and whole school reporting produced. It was confirmed that the system was currently used by other special schools and could be customised to individual school requirements.

Governors questioned what awards were currently issued and this was clarified.

Governors questioned how pupil's had reacted to the new system. It was confirmed that reactions were generally positive with student able to clearly understand their progress.

Governors questioned if the system was used to support communication to parents. It was confirmed that the system was able to generate letters home and standard reports were also used to support meetings and parental conversations.

Governors questioned how staff used the system. Demonstrations regarding this were provided and Governors noted how data was recorded and how staff could call up information related to individual students and tutors could monitor their tutor group in real time during the day.

Governors questioned how Senior Leaders used the data and it was confirmed that Key Stage Managers reviewed the overall data to identify patterns and trends which was then escalated to the SLT as required.

Governors reviewed the pattern of instances within classes and questioned the highest occurrences by time of day and by lesson. These were identified and the reasons clarified. It was noted in this regard that the number of lessons per week needed to be taken into account to ensure likeness of data comparison.

Governors questioned if results could be benchmarked with other special schools. It was confirmed that they could.

Governors questioned actions with students who were consistently in the middle of data. It was confirmed that this was an area for review and was being discussed with Key Stage Managers and tutors.

Governors questioned if the SLT were confident that the new system would enable them to identify issues that might previously have been missed. The Head confirmed that they were as the data being captured was better and it could be seen quicker and with more clarity by all relevant staff.

It was noted that given the breadth of data available it would be helpful if Governors could clarify their key areas of focus so appropriate reporting could be provided. It was agreed to discuss this at the next Student Services meeting.

### **AP1. Sleuth reporting parameters to be discussed at next SS meeting**

#### **3. Declaration of Interest**

No new declarations specific to the meeting were made.

#### **4. Authority Governor**

The nomination from the Local Authority of Mr Smith for Local Authority Governor was noted. The appointment of Mr Smith was proposed and approved unanimously. It was further proposed and agreed by all to set term of office from 1/4/16 to 31/3/20. The Clerk was requested to confirm the appointment accordingly.

### **AP2. Clerk to confirm Mr Smith's appointment as agreed.**

#### **5. Items for consideration under AOB**

None

#### **6. Minutes of previous meeting**

The minutes of the meetings of the 27<sup>th</sup> January were approved as a true record and signed off by the Chair.

#### **7. Actions update and Matters arising**

Actions were updated as recorded at the end of these minutes.

#### **8. Governors report**

##### **8.1. Headteacher Update**

The Update was noted. Governors questioned if there had been any parent reaction regarding the building works. The Head advised that there had not other than to enquire about possible post 16 provision at Belmont.

Governors questioned the current position regarding numbers for 2016/17. The Head confirmed that 103 places had now been confirmed and it was likely the school would be full. Governors questioned if additional places could be offered. The Head advised that any additional requests would be considered on a place by place basis in line with the school ability to meet needs and provision of suitable funding.

Governors questioned the anticipated structure of year groups in the next year. The Head advised that it was proposed to have 1 less tutor group in KS4 and to include a smaller nurture group within KS3. Governors questioned the planned size of tutors groups. The Head advised that they would be generally be similar to present groups with the largest group in KS4 anticipated to be 12 students supported by a tutor and a LSW.

## **8.2. Student Services**

The Committee Chair confirmed as recorded in the report and committee minutes that a detailed review of progress on English & Maths had been undertaken and any areas of concern regarding progress satisfactorily explained.

It was noted that the pupil premium report had been reviewed and the need to increase parental engagement identified. It was also confirmed as documented that Mrs Hanna was now a qualified practitioner for Thrive and could therefore now train other staff in delivery.

The issue with the current 100% target for the number of lesson observations graded as good or better, as referred from Student Services was discussed and Governors agreed to retain the current target, but to note that this was aspirational and that even outstanding teachers could have a lesson judged satisfactory due to circumstances at the specific moment of observation.

The Home school agreement was discussed and it was noted that homework had been highlighted for inclusion by governors. It was confirmed that this and other changes were in progress so the revised document would be circulated to governors once amendments were completed. Governors agreed to review this online for approval unless major changes were required.

**AP3. Amended Home school agreement to be circulated for approval.**

## **8.3. Finance Premises and Staffing**

The report and committee minutes were noted and the Head provided an update on local letting costs and discussions with other schools re letting opportunities. It was agreed to continue to consider options but not to advance letting until the site works were completed. The proposed lettings policy was approved as presented.

**AP4. Lettings policy to be signed off and uploaded as required.**

The Maths maternity post was discussed and the change to internal appointment confirmed. Governors questioned how the vacancy was being covered during the end of the current school year and this was clarified.

The Committee Chair confirmed that the initial 16/17 budget had been reviewed and the committee were satisfied that current plans whilst incurring a higher percentage in staffing costs , would allow a reduced but small surplus in the next financial year . It was therefore intended to progress operations on this basis to allow the Head to confirm staffing arrangements as soon as possible. Governors were supportive of this and it was noted that the final budget would be presented to the GB in May for approval prior to submission to the Local Authority.

#### **8.4. Policies**

The Complaints policy was reviewed and it was agreed to revise this to include the DfE flow chart and timeline within the school policy to increase clarity. The Head agreed to action this.

The Exams policies were reviewed and it was agreed to include reference to access arrangements within the main Exams policy. Subject to this all 3 policies were approved as presented.

The Languages policy was approved as presented.

The ICT Policies were discussed and it was noted that comments had been received from ICT governors and the SLT were reviewing the policies further. It was agreed to re-circulate the documents for approval following the SLT review.

**AP5. Complaints policy to be updated and re-circulated for approval**

**AP6. Exam policy to be updated as agreed and then all 3 policies to be signed off and uploaded as required**

**AP7. Languages policy to be signed off and uploaded as required**

**AP8. ICT policies to be re- circulated following SLT review**

#### **8.5. Safeguarding**

The safeguarding update on the school action plan as recorded in the report to governors was noted. The Head also advised that a new lockdown procedure was also being developed for trial in term 6 and implementation in the new school year. Governors noted the current draft did not refer to external communication and felt this should be linked to the schools critical incident policy. The Head agreed to include this and to circulate the final proposals to Governors for comment.

**AP9. Lockdown procedure to be updated and circulated to governors for comment.**

The Head advised that the most recent fire drill had included a planned blocked exit to test alternate routes and this had been successful.

It was noted that there had been no reportable incidents since the last meeting.

It was noted that the Health & Safety policy had now been updated to incorporate other policies as previously agreed and approved

## **8.6. Events**

The list of future events in the report was noted and additional events were highlighted. It was agreed to circulate a copy of the full list after the meeting.

### **AP10. Clerk to circulate list after meeting**

## **9. Academy Update**

The governmental proposal to convert all schools to academies by 2020 was noted and the current status as far as known, in regard to other SEND schools in the county was discussed. Governors expressed the view that they felt there was now no option other than academy conversion and that progression of this as soon as possible, so that the governing body was in control of the process was preferable.

Single and Multi Academy Trusts (MATs) were discussed and a preference to form or join a MAT rather than to form a single academy was generally agreed, although it was felt that progression to academy status should not be unduly delayed in the search for suitable partnership(s).

It was noted that the Head and Chair had met with a lawyer to gain an understanding of the conversion process and attended a recent meeting of the "special needs" schools in Gloucestershire where they had heard the current views of some schools regarding Academy status. Additionally the views of some other local schools had been sought through informal discussions.

Governors agreed that meetings should take place to move this forward both in regard to understanding Belmont's core values/requirements within a MAT and the possibilities of working with other schools (see confidential minute)

The size of meetings and the use of a facilitator were discussed and it was agreed that facilitation would be advantageous in some situations and that generally smaller working parties reporting back to the GB would be preferable.

### **AP11. Governors to consider core values / requirements within MAT**

## **10. Governor Visit Reports**

Mr Lardner confirmed that he had attended school for an initial orientation meeting and was now arranging his Keystage Link visit. No issues of concern were raised.

## **11. Governor training**

It was confirmed that the previous financial years training allocation with traded services had been fully used.

It was further confirmed that safeguarding training for all governors would take place at Belmont on 4<sup>th</sup> May at 5pm. It was noted that this training was funded through the core Traded services package

Governors were advised that the online training through Modern Governor had not been purchased for the next financial year as previous uptake had been very low. Governors were supportive of this decision.

## 12. AOB

The Chair noted that this would be Mr Hayter's last Full Governor Meeting and proposed a vote of thanks to Mr Hayter for all of his work in support of the school through his chairmanship, link roles and general council. This was endorsed by all and governors wished Mr Hayter well in the future.

## 13. Date of next meeting & Close

It was noted that the next meeting of the GB was scheduled for the 24<sup>th</sup> May. There being no further business the meeting closed at 7.20pm

## Action Points

### New /Ongoing actions

Action No	Action	Owner	By	Status
18/05 - 01	All governors to undertake research to increase knowledge of academies and other structural models	All	Ongoing	Ongoing
18/05/13	Committees to identify their core topics for consideration in 3 year plan	Committees	Term 6	Ongoing
10/11-01	Governors to consider inclusions about themselves for website	All	Dec 15	Ongoing
27/1 - 06	Mr Lyons to submit an item for the March newsletter	Mr Lyons	16 <sup>th</sup> Mar	Deferred to next newsletter - Ongoing
27/1 - 07	Red items on MFP to be included on monitoring body agenda	Clerk	Ongoing	To action at next meetings - Ongoing
27/1 - 11	Governors to consider their link and committee roles for future	All	April GB	Ongoing
27/1 - 12	Clerk to arrange Parent Governor election.	Clerk	April GB	Ongoing
27/1 - 13	Governors to consider contacts regarding other possible governors	All	April GB	Re- application sent to SOGOSS & Govs to consider - Ongoing
27/1 - 17	Clerk to amend Data Protection policy as requested and obtain sign off	Clerk	10 <sup>th</sup> Feb	Clerk to add ISO number and arrange sign off - Ongoing
12/4 - 01	Sleuth reporting parameters to be agreed at next SS meeting	Committee Chair	April SS	New action
12/4 - 03	Amended Home school agreement to be circulated for approval.	Clerk	April	New action
12/4 - 04	Lettings policy to be signed off and uploaded as required.	Clerk	April	New action
12/4 - 05	Complaints policy to be updated and re-circulated for approval	Head	April	New action
12/4 - 06	Exam policy to be updated as agreed and then all 4 policies to be signed off and uploaded as required	Clerk	April	New action
12/4 - 07	Languages policy to be signed off and uploaded as required	Clerk	April	New action

12/4 - 08	ICT policies o be re-circulated following SLT review	Head	May GB	New action
12/4 - 09	Lockdown procedure to be updated and circulated to governors for comment.	Head	May GB	New action
12/4 - 10	Event list to be circulated	Clerk	April	New action
12/4 - 11	Governors to consider core values / requirements within MAT	All	April	New action
12/4 - 12	See confidential minute	Head	April	New action

### Discharged actions

Action No	Action	Owner	Status
30/9 - 03	Soundproofing provision during build to be questioned.	Head	Best supplier option supplied - Discharged
10/11-05	Governor Safeguarding skills to be reviewed in tandem with school/staff review in Jan 16	All	Agreed training to be undertaken- Discharged
27/1 - 01	GGC Governor safeguarding training to be arranged.	Clerk	Training date booked - Discharged
27/1 - 02	Impact of proposed additional site usage for contractor parking to be further investigated.	Head	Actioned - Discharged
27/1 - 03	CPD Data to be updated to include whole school / inset training moving forward	Deputy Head	Actioned - Discharged
27/1 - 04	Governors to advise Deputy Head if attending international days.	All	None able to attend - Discharged
27/1 - 05	Mrs Remmer to submit an item for the February newsletter	Mrs Remmer	Actioned - Discharged
27/1 - 08	MFP objectives to be numbered	Head	Actioned - Discharged
27/1 - 09	Proposed visits policy to be circulated and reviewed by gobs	All	Actioned - Discharged
27/1 - 10	Visits policy to be reviewed with staff 23 <sup>rd</sup> Feb	J.Godwin / J. Field	Actioned - Discharged
27/1 - 14	Clerk to obtain sign off of updated policy and arrange updates online as required.	Clerk	Actioned - Discharged
27/1 - 15	Head to review and update Safeguarding policy.	Head	Actioned - Discharged
27/1 - 16	Governors to review Data protection policy and advise clerk if any issues	All	ISO No. to be added - no other amends - Discharged
27/1 - 18	Clerk to advise Business Manager of GB approval and bid to be submitted	Clerk	Actioned - Discharged
27/1 - 19	Latest minutes to be published on web site.	Clerk	Actioned - Discharged

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**Approved as a true record**  
**Mr R Purdon – Chair**

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**Date**  
**Distribution: All Governors & LA**