

**MINUTES
CHART WOOD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
10 JULY 2019 AT 5.30 PM**

Present: Kathrine Everett, Chair (KE)
Shirley Bryant, Parent Governor (SB)
Stephanie Hill, Governor (SH)
Joanne Gale, Acting Principal (JG)
Neesha Sohun, Governor (NS)
Geoff Tanner, Governor (GT)
David Thomas, Governor (DT)

In attendance: Laurie Cornwell, Executive Principal and Regional Lead (LC)
Norman MacDonald, Management Accountant (NM)
Susanne Wicks, Clerk

1. Welcome and Introductions

The Chair welcomed all present, particularly NS and GT for whom it was the first meeting, and everyone introduced themselves.

2. Apologies for Absence

Apologies were received from Ian Bowers and Ryan O'Sullivan.

3. Declarations of Interest

KE declared her employment at Surrey County Council.

4. Constitution and Appointments

- a. Governors noted the appointments that had been made by the Board of Trustees with effect from 29 June 2019.
- b. Governors noted that Kathrine Everett had been appointed Chair of the LGB.

5. Minutes of last meeting

The minutes were agreed an accurate record and signed by the Chair.

6. Matters Arising

- i. The clerk undertook to contact those governors who had not completed and returned a Declaration of Interest form and /or skills audit form.
- ii. Governors confirmed receipt of the portfolio guidance, and KE reminded all to submit their report to the clerk at least one week before each LGB meeting.
- iii. JG circulated a paper outlining what incidents are categorised as 'low', 'medium' and 'high'.

7a. Principal's Report

LC presented the report and advised that senior leaders had contributed to it on their areas of responsibility. Matters discussed are detailed below.

Pupils

LC highlighted the number of students with co-morbidities which increases the complexity of their needs, and demands upon the school's resources, particularly as the support for students needs to be varied and tailored to their needs, which requires a lot of staff training.

With regard to interventions and additional funding streams, LC reminded governors of the need for the school to clearly evidence how the funds are spent and the impact of the spending. She noted that it is early days for the new methods of reporting, and as new systems are embedded the quality and level of information supplied to governors will improve. When considering the information, governors should continually ask "*why are we spending money on this?*" and "*how do you know it has had an impact?*" DT asked what would qualify as a success in spending the funds, and LC advised that this is still in development. For example, the school should have a PPG Action Plan in place which will set out how the money is to be spent and the measurable targets in place to determine its impact, and this will be a task for the new Principal, who will share it with the LGB next term.

Year 11 outcomes

Governors congratulated JG and all staff for securing a transition to EET for all Year 11 leavers. Noting the predicted drop in GCSE outcomes this year from last year, LC suggested that the school may wish to consider 'banking' some entry level qualifications in Years 9 and 10, which will help build students' resilience and confidence and get them used to sitting public examinations. Governors acknowledged that whilst it is positive that the curriculum has been adapted to suit this year's Year 11 cohort, more work needs to be done on curriculum design, particularly with the forthcoming changes to the Ofsted Inspection Framework and its increased focus on curriculum. LC reminded governors that whilst it is positive to offer vocational courses to students, learners must also have sufficient numeracy and literacy skills to enable them to learn and to prepare them for adulthood. LC also suggested that an audit be carried out of the interventions in place, to measure their impact on students.

Attendance

Governors noted that there remains a lot of work to do to improve attendance, although improvements are evident in Years 7 and 8. LC advised that work is underway with SLT to capture attendance data and report on it appropriately. For example, it would be useful to see the rates of attendance with PA removed, or for governors to receive information on individual students where attendance has improved, which isn't easily seen in the data. KE agreed that some case studies would be useful and also reiterated the previous request to receive information on attendance at previous schools, which JG confirmed she had requested.

LC advised that discussions have taken place with the Inclusion Team at Surrey CC about support to be provided through an additional SLA, but the school has requested information on what impact any additional hours would have and how that impact would be measured.

SB asked if the reasons for non-attendance were known and LC advised that there were several; there had been some issues with transport, which the school could not resolve but had raised with Surrey CC. Some boys are not well enough to be in school and some parents do not prioritise attendance at school. JG explained how the school follows up non-attendance but noted that often parents change their contact information and do not inform the school. She explained that a lot of work has been done this year to collect email addresses, but there is little that can be done if a parent's level of engagement with the school is poor.

SB asked what is done to bring persistent absentees back into school, and JG gave some specific examples of very low attenders and the work being done with the support of other agencies (Education Welfare, Social Care) to get them back into school.

In response to questions from SH, JG described how home tuition and other alternative provisions are delivered to those students who cannot attend school and confirmed that a daily report is submitted to the school. JG explained that some students attend school part-time and undertake alternative learning packages for the rest of the time, and some who were school refusers are now engaging and may return to full-time education, although not necessarily this school. JG advised that all students not learning in school are subject to a six weekly review by the SENCO or the alternative learning provider.

NS asked about the length of the online tutoring sessions and JG explained that it depends on each student, as they can log on and participate when they feel ready. LC highlighted that this type of learning is a temporary solution and if this school cannot meet their needs, they should be moved to another setting that can. KE advised that the view of Surrey CC is that this should be a short-term provision but a young person must be on roll at a school in order to attend a virtual school.

Teaching and Learning

LC highlighted that work to improve teaching and learning is ongoing and flagged that intensive training and support for staff was already underway. GT asked about the planned training offer for staff, and JG reported that she had met with Graham Payne (the Principal Designate) recently who had outlined his intention to design and implement the training programme after he has had the chance to assess the needs of the school and staff, with mandatory training to take place in the first term. LC added that she and Graham Payne would be meeting in the following week and would discuss this further.

With regard to the response from staff to training and new methods of assessment, LC advised that most have been positive. Whilst some have received some robust and challenging feedback, they have appreciated the

opportunity to agree objectives for improvement and to move forwards. However, she highlighted that the high levels of unqualified teachers means that there are limited opportunities to share best practice.

At the request of governors, LC gave further details on plans for teachers to undertake teacher training through the DET and through the assessment-only route. There will be five starting the DET next year, which is positive but also presents challenges to the operation of the school. Governors agreed that, if possible, information on teacher evaluation should be separated by Qualified, Unqualified, and teachers in training. NS undertook to check with the Teaching and Learning Lead if that data could be provided.

DT commented that on recent visits to school, teachers appeared to be very positive and wanted to do well. SB also commented that their positive approach projects onto the students, which, in her experience of other schools, was not always the case.

Fixed Term Exclusions (FTE)

Whilst acknowledging that there were valid reasons for the high level of FTE, LC sought the LGB's support in adopting a policy of no FTE unless in exceptional circumstances. She explained that FTE are not having an impact, as shown, for example, by the high number of incidents against an adult all attributable to a small number of boys. She advised that staff would be nervous about the adoption of such a policy but outlined the need to put other measures in place, such as use of the hub, and a restorative approach and a change of mindset.

LC also advised that she had banned detentions as she felt they did not work and in some cases, increased students' isolation. She explained that staff must be supported and trained to understand what students are trying to communicate via their behaviour, which can be very challenging. LC acknowledged that staff may feel disempowered if they could not set detentions and must be supported to properly implement new strategies and interventions. KE asked how the removal of detentions has impacted on behaviour incidents and LC advised they had increased, which they may well have done at this point in the academic year anyway. LC remarked on the resilience of the staff in this school, and GT supported that. He advised that staff do not like to impose detentions, but it was felt to be the only tool at their disposal to manage behaviour and to make students aware of the consequences of their actions, and that they must be given other strategies they can use.

SH asked that future Principal's reports include information on Health & Safety incidents and LC confirmed that would be included, as staff are trained to use the new SHEAssure software to report incidents

In response to a question from DT, LC outlined the range of support in place for staff, which will tie in with the Trust-wide Health and Wellbeing Strategy. She described the benefits of having Reflective Practice Groups which have been very effective at the Young People's Academy, but they must be facilitated initially which places demands on resources.

Governors received the Principal's report.

Governors endorsed the policy of no FTE other than in exceptional circumstances.

Governors agreed to write to all staff to thank them for their work this year and to say that the hard work would continue next year, with the support and challenge of the LGB.

7b. Post-Inspection Action Plan (PIAP)

LC presented the PIAP, advising that rapid progress had already been made and must continue. It was agreed that governors would receive an update on progress at each meeting and portfolio holders should discuss relevant improvement areas and actions at their termly meetings.

In response to a question from Chair, LC confirmed that all staff had seen the PIAP and acknowledged the need to remind about progress already made as well as what there is still to do. She also advised that actions are likely to be incorporated into performance management objectives for next year.

7c. External Review of Governance and PP Funding June 2019

Governors received both reports which had already been circulated prior to the meeting, and noted the actions identified specifically for them. They undertook to visit the school as much as possible.

7d. Dashboard

LC reiterated previous comments made that the quality of data will continue to improve as senior staff get used to the new systems. She also advised that the dashboard should show an improvement in staff typicality and attendance, as new strategies are embedded and the quality of the data improves.

Governors received the dashboard.

8 Finance and Funding

a Budget 2019 - 2020

NM presented an update on the budget for next year, advising that following the previous meeting, the draft budget had been reviewed by the Finance Director and it was agreed that it was too challenging a target to set a break-even budget. Therefore, the budget had been revised and had been set with a deficit of £104K, based on 83 students on roll, although it is expected that the student numbers will be higher. The revised budget had been approved by the Board of Trustees on 28 June and the target is to achieve a break-even budget in 20-21, which the Board will closely monitor.

JG reported that work had been undertaken with regard to student numbers and the school has accepted a good percentage of the 28 referrals. NM pointed out that the Executive Director of Finance is keen to ensure that all students are funded at the appropriate band.

GT asked about staff agency costs and NM advised that since January, the spend has been approximately £65K, which was not greatly different to the cost of permanent staff (and on-costs). LC updated Governors on plans to recruit an Art and IT Teacher, which would commence in September.

b Management Accounts

NM presented the management accounts report up to 31 May 2019 and highlighted that the year-end forecast deficit was £75K, against the budgeted deficit of £82K. He advised that there still remains uncertainty around some costs, and Finance officers continue to work with colleagues in Surrey CC to clarify those items.

NM and LC both noted that the funding for the residential provision is of great concern and will be reviewed.

Governors received the management accounts and budget report.

9. Portfolio Reports

a Ethos Vision and Strategy

KE presented her report which had been circulated prior to the meeting. She undertook to share information with LC about the forthcoming Surrey Health and Wellbeing Strategy for MH and PSHE, and particularly about the plans to have 'accelerator' schools.

b. Health & Safety

SH presented her report which had been circulated prior to the meeting. NM undertook to work with the office manager to ensure that costs for the forthcoming summer works were built into the budget. In response to comments about the way in which Premises Managers work, JG confirmed that there were better controls in place to ensure funds were available to carry out works.

SH confirmed that the school is compliant with regard to asbestos management.

c. Safeguarding

DT reported that he had carried out two visits plus a follow up and the clerk undertook to share his report with all governors.

10. Any Other Business

a. Governors all undertook to visit the Residential Unit directly after this meeting.

b. KE thanked JG for covering the Principal's role, and LC for her support to the school.

- c. Governors were encouraged to attend the end of term BBQ on 12 July from 11.30 am.

11. Dates of Future Meetings

Governors agreed to meet at 5.30 pm on the following dates:

- 14 November 2019;
- 5 March 2020;
- 18 June 2020.

12. Confidentiality

No items were deemed confidential.

The meeting closed at 7.35 pm.

Signed: _____ (Chair, LGB)

Date: _____

Item	Action	Allocated to
6(i)	Clerk to obtain a completed DofI and Skills Audit form from all governors.	Clerk
7a	Governors to receive PPG Action plan at November meeting.	Principal
7a	Governors to receive attendance data with PA removed, and case studies of individual pupils.	Principal
7a	NS to check with the teaching and learning lead if data on teacher evaluation can be separated into qualified, non-qualified, and training categories.	NS
7a	Future Principal's reports to include Health and Safety incidents data.	Principal
7a	Clerk and Chair to draft a letter from the LGB to all staff.	Clerk/Chair
9a	KE to share information with LC about the forthcoming Surrey Health and Wellbeing Strategy for MH and PSHE, and particularly about the plans to have 'accelerator' schools.	Chair
9b	NM undertook to work with the office manager to ensure that costs for the forthcoming summer works were built into the budget	NM