

**THE CRUCIBLE FEDERATION
Owlerbrook & Whiteways Primary Schools**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON 27 MARCH 2018**

Present: Ian Anniss (Chairperson); Lindsay Baxter; Graham Blincow,
Susan Bridges Lyn Burgin; Malik Kashmir; Rachael Kunze; J Nixon;
Kit Oldham; Lyn Overall; Helen Smith; Peter Went

In Attendance: Claira Green (Clerk to the Governors)

1. Apologies for Absence

Apologies for absence were accepted from Nargis Thabet and Pam Smith.

It was reported that N Thabet was finding it difficult to attend the meetings at 4pm due to her employment requirements and asked if the meeting could be moved to 5 pm. Governors noted that due to caretaking services and the costs it would incur to keep Owler Brook School open past 6pm that this was not possible. Governors stated that N Thabet was a valued member of the Governing Body and would not want her to resign. Further solutions to accommodate her were discussed. Governors proposed N Thabet should stay on the Community Board and move the time to accommodate her as these meetings were unlikely to last as long as the full Governing Body. One out of the 3 Governing Body meetings could take place at Whiteways School and the meeting could start at 5pm. It was proposed that she arrives as soon as possible to the other 2 meetings which would start at 4pm. **Action: Chair to email N Thabet with the proposals.**

The absence of the parent representatives and P Smith were also raised. **Action: J Nixon/K Oldham to contact the parent Governors and ask if there is any reason why they are not able to attend.**

2 Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. No one declared any interests relevant to this agenda.

Action

Chair

JN/KO

3 **Confirmation of the minutes of the previous meeting and report on matters arising from the minutes**

Resolved: That the Minutes of the meeting held on 30 November 2017 be approved and signed.

Matters arising from the minutes

Correction: Add Graham Blincow to the attendance list.

Item 5: Staffing: L Overall fed back on the second appeal hearing where the original decision to dismiss was confirmed and the Chair explained the process. Chair informed Governors that the person concerned has now approached ACAS challenging the process and seeking a settlement and a reference. Chair reported Council lawyers have confirmed the correct procedures were followed and advised that there would be no case to answer at an Employment Tribunal. Should the person concerned take the case to Tribunal the Council would defend the case on the school's behalf.

The request for a reference was discussed and Governors agreed they would provide a reference if asked, but that would have to explain the issues around Safeguarding and the reason for dismissal.

Item 5: Safeguarding: Chair reported all DBS are up to date and L Burgin added that she keeps a record and is aware when they require renewing after 3 years.

Item 7.2: Curriculum and Standards Committee: L Overall reported she had checked the policies and offered some advice on issues of clarity, etc. She said found the policies helpful and hoped Governors did also.

4 **Headteacher's Report**

Executive Head's report and Heads of School's report was previously circulated to Governors in advance of the meeting.

S Bridges reported back on the Executive Head's report:

Work to support each other with different areas of work across the 4 schools is progressing very well, e.g. school admin are looking at the new data protection rules, year group leaders are having half termly meetings and Heads of School and Deputies are meeting once a month to discuss areas of school improvement and share good practice. J Nixon is supporting at Hucklow School whilst the Headteacher is off sick.

..... Chairperson

Joint events are being organised between the schools e.g. Beck and Owler Brook visited each other's performance of the Tempest. Y5 Whiteways are going to the cinema and the press and TV will be there. Following that they are going on tour to other schools. Schools are also looking at sporting competitions.

To move the MAT agenda forward S Bridges explained how the Crucible and Trustees have met and had 2 successful meetings to discuss what a MAT might look like and looked at documentation.

S Bridges is talking to the DfE on Thursday before they go out to consultation. S Bridges gave information about each school, i.e. the current numbers and the numbers of the 4 school MAT. She explained where each is regards to LA Category, last Ofsted grading, inspection due date and progress in Reading, Maths, Writing.

Governors noted Hucklow and Beck's LA categories and the progress of Reading and Maths is an issue. S Bridges commented on the educational strengths from Whiteways and Owler Brook Schools.

S Bridges explained the proposal she took to the DfE about brokering a completely new MAT which was deemed not possible.

S Bridges reported the Working Party have begun to develop a structure looking at Trust membership and the skills required, governance and the delegation of power to local boards, and explained the vision and principles for the 4 school MAT.

S Bridges explained potential savings across the 4 schools i.e. Asset team, IT provision and Governors discussed top slicing and other modelling. S Bridges reported at the next meeting the DfE will be visiting the Trust to explain how to run a Board and invited the Chair and L Overall to attend and offer their input.

Governors noted the benefits the schools will enjoy by coming together. They understand schools are becoming businesses and must be effective and feel the plan is now coming together and ready to go to the DfE.

A discussion took place around the distribution of the national primary funding, noting a lot of primary schools are losing out as there is a shift of funding being directed to secondary schools:

Governors question

- G Blincow asked if there was any movement to make a wider number of people aware of the situation

..... Chairperson

- S Bridges explained because of new national funding formula everyone is in same position.
- Chair explained the redistribution of funding back into secondary schools because nationally they have been under funded. Also built in payments to protect. There is considerable national expression of concern.
- G Blincow suggested complaining to SCC to put pressure on them to look at it again.
- S Bridges responded they could do this but it is unlikely anything would be changed.

J Nixon reported on highlights from the Head of School report:

Numbers on Roll

Mobility is still high in both schools. The Heads of School attend appeal hearings meetings. In response to a Governor’s question J Nixon reported they were all rejected at Owler Brook but at Y3 child was admitted to Whiteways School which took them over number.

Curriculum Developments

Schools are working hard on themes leading to authentic outcomes ensuring they are good and engaging each term. Every term they are getting better. Staff are working better together reflecting on what they are doing, tweaking and making changes. There is a Buzz of excitement about the “What” that is being taught. Also nice to see teachers having a buzz. Themes may be slightly different at the schools but on the whole they are the same.

Re Foundation curriculum subjects a training day took place in January where curriculum teams presented how their subject skill progressed from Y1-Y6, using video clips, presentations, display boards and filming the children.

School Visits

Lots of visits have taken place. Whiteways school showed how they were inclusive by making other arrangements when an SEN child was not able to attend a school led visit to Cannon Hall.

100% attendance rewards included cinema experience, VIP party, Easter fun in the hall, music hub performance. Whole school events include library visits. Lots of school events which add spice to the curriculum which are in addition to what children do in class (these are on the website).

Nurture provision is working well in both schools and both are currently considering children for September.

Exclusions

Whiteways worked with Oasis Firvale on the first Managed Move

..... Chairperson

with a child at the point of exclusion. A 12 week trail is taking place. It is working well. The child started at January with attending in the afternoons and is now up to full days. It is hoped at the end of the trail period at Easter the child will stay with Oasis Firvale and come off Whiteways roll. Governors agreed it shows that sometimes it is a fresh start is what some of these children need. Discussed reciprocal arrangements and how Y5 is a tricky year in the locality so not able to reciprocate at the moment. J Nixon also commented on 2 children in Y5 and Y6 between the 2 schools who have been permanently excluded. They have tried to work with the LA. Primary Inclusion is full. Governors agreed whilst you feel you are giving up on that one child you still have responsibility to other children in school.

Staffing

New nursery teacher to start at Whiteways after Easter school as school was struggling with supply.

Concerns with an NQT at Whiteways who has now gone off sick.

Staff training around reading and links with School Improvement Plans is taking place.

Governor's question

Q: What are the implications for the budget of those TA3s who have qualified as HTLAs

A: S Bridges reported they are not employed as HTLTs, although they have the qualification and, therefore, they are not paid more. They will be able to apply for a post should one come up. They are able to cover a class. This is good professional development.

2 HTLAs are training to be teachers and will have a job in September, one in each school. This is natural progression and helps the Federation "grow" its own staff.

Arrangements are working well to cover for maternity leave.

Assessment, Achievement and Progress

Last term's data is being moderated and pupil progress meetings are taking place with year group team. In progress of finalising data for this half term looking at predicted outcomes for F2, Y2, and Y6.

Performance Management

Performance management cycle is underway.

Training

The Federation has joined a Peer review group in the locality. 7/8 schools got together to work with Education Endowment Fund and

..... Chairperson

research how best to improve outcomes for children. This is a 3 year project. Heads work together and lead reviews in each school around a particular focus. Our 4 schools are going to work together with the Executive Head leading and nominated leaders working as School Improvement champions, leading workshops and training, then will report back and look at the impact.

Governor's question

Q: Do you have outside mentors?

A: Bev Nicholson will be supporting our 4 schools (OB, WW, Beck Hucklow). S Bridges is going to support the other schools in the locality (Wincobank, Concord, Abbeyfield) to add capacity.

School Improvement Plan and Priorities

School Improvement Plans have been RAG rated and are being reviewed and actions prioritised.

Locality Working

Working with the Locality and family partners. Attending Locality B termly meetings and the 2 sub-groups (SEN and School Improvement).

Safeguarding

A high number of children in both schools are at CIN level with MAST and Social Care involvement. Noted re SEN hearing impaired numbers have been growing.

Executive Head and School Heads were thanked for their reports.

Committee minutes and reports from link governors

5.1 Premises, Staffing and Finance (15 February 2018)

G Blincow fed back on items discussed at the meeting

- Terms of reference and membership issues.
- HTLA dispute went to ACAS now resolved.
- Staffing update.
- Budget update: Whiteways £3K anticipated year end outturn to carry forward and £22K c/f to next year on spending plan. Since the meeting a balanced budget has been agreed. OB will carry a deficit of £41½K on spending.
- National funding formula issues.
- Quotes were agreed for staff absence insurance and grounds maintenance.
- Services to schools were agreed.
- Audit report –continually being reviewed by L Burgin.
- School Financial Value Standard was signed.
- J Nixon is supporting Hucklow during Head's sick leave.
- Y6 teacher is leaving, but agreed to stay on until after SATs.
- Policies were confirmed.
- Staff requests were considered.
- Options for the Data Protection Officer were discussed.
- Update on the MAT process.

P Went reminded Governors when considering policies the policies need to be able to be pulled apart into 2 separate schools if needed.

5.2 Curriculum and Standards (27 February 2018)

L Overall fed back on the meeting whose main business was to review middle management.

- Leads presented their reports.
- There was variation in way they were presented.
- On whole SEFs were well prepared.
- Noted children who start and stay with us do well.
- Governors updated on Academy negotiations.
- Mobility is a continuing concern.
- Y2 and Y6 have leaders in each school to support SATs.
- Governors were confident with middle managers teaching and management. Clear they know what they are doing. It showed they liked working across 4 schools and their increased ability to work together.

L Overall informed Governors because of the need to feedback after SATs the next meeting would have to be changed. A discussion took place and it was agreed to swap the Committee

..... Chairperson

meetings:

- Premises, Staffing and Finance (5 July @ 1.30 pm @ WW)
- Governing Body (10 July @ 5.00pm @ WW)
- Curriculum and Standards (17 July at 4 pm @ OB).
- G Blincow sends his apologies to the next Governing Body meeting.

GSS

..... Chairperson

6 **Community (8 March 2018)**

K. Malik fed back on items discussed at the meeting:

- Targets and strategies to improve attendance targets. Incentives like beat the bell and attendance ambassadors worked well.
- Behaviour and discipline: No racial incidents.
- Online safety policy.
- Y3 Ramadan project –feedback from mosque was that they were really impressed.
- Wensley Community Centre – young people taking part in activities in the area is working well.
- Raised issue around snow – disappointed school did not send out notice of school opening/closure earlier. Parents requested a collective approach with all local schools. In discussion SB noted if there is no communication it means the school is open.
- Noted thanks to go to the grounds caretaker for clearing the snow.

7 **Changes to the Data Protection Law – Are We Ready?**

Head reported quite a lot of work has taken place i.e. Business Managers have come together and attended a presentation by Toby Wilson who explained how he could support them. School is now clearer about what they need to do. Smooth wall filtering system has been put in place. Carrying out work with staff encryption flash sticks. Will need to look at the database system (i.e. why, how long, who can see it?). Head explained how Paula Ward at Beck could be the DPO for all 4 schools and how all the schools could make a contribution. Paula Ward has started a data audit and carrying out training for Governors was suggested. Also suggested was asking the LEA to put together a standard letter to circulate about privacy notices. L Burgin offered solutions for the issue of opening mail in the school holidays responding to requests for information.

8 **Review of Meeting**

Chair reported the review of Governors will have to be looked at as a collective, but this needed to be deferred until the next meeting due to time pressures.

Chair raised the issue of recruiting governors and R Kunze stated that she is aware Irwin Mitchell has a requirement that their employees must be on a governing body in order to give back to the community. **Action: R Kunze to find out more information.**

RK

L Overall confirmed she will temporarily act as the SEN Governor.

..... Chairperson

The role of the training Governor was discussed and L Burgin reported she keeps a training log. **Action: Chair to contact N Thabet to check whether she wishes to continue with the role of the Training Governor.**

Chair

9 **Date and Time of the Next Meeting**

Resolved: That the next meeting be held on 10 July 2018 at 5.00 pm at Whiteways School.

10 **Any Other Urgent Business**

M Kashmir reported Ramadan is likely to be 14 or 15 May.

Meeting closed at 6.00 pm

..... Chairperson