

THE CRUCIBLE FEDERATION
Owler Brook & Whiteways Primary Schools

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON 10 JULY 2018

Present: Ian Anniss (Chairperson); Tommie Barker; Lindsay Baxter;
Susan Bridges; Lyn Burgin; Malik Kashmir; Rachael Kunze; J Nixon;
Kit Oldham; Lyn Overall;

In Attendance: Claira Green (Clerk to the Governors)

1 Apologies for Absence

Tommie Barker was introduced as a new co-opted Governor and he briefed Governors on his Quality Surveyor background. currently he works as the Facilities Manager at Tapton Trust and brings to the Governing Body health and safety experience. Governors acknowledged his experience would add to the skills of the Governing Body and was welcomed to the Governing Body.

Apologies for absence were accepted from Graham Blincow, Helen Smith, Pete Went and Pam Smith.

Apologies were received too late for the meeting from Harja so cannot be accepted.

No Parent Governors were in attendance.

2 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 27 March 2018 be approved and signed.

Matters arising

Chair reported the proposals put to N Thabet to enable her to attend meetings were accepted and the non-attendance of Parent Governors was also noted.

Amendment page 3– Y5 pupils are going to the cinema to see screening of the film they have made (delete and the press and TV will be there).

Minutes of the Extraordinary meeting held on 9 May were approved.

Governor
Support

3 **Headteacher's Report**

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

K Oldham reported on key points:

Mobility is challenging across both schools. More stable in Owler Brook. CME are being processed regularly at least 4 this week. Issues with the LA admissions system was highlighted and a thorough discussion took place about the inaccuracy of information on pupils in and out and Governors acknowledged this creates a problem of disadvantage in the finance. Governors agreed a review is required of systems. **Action –J.Nixon reported she is meeting with the Family of Schools in September and will take the Governors concerns to the meeting and feedback.**

J Nixon

Both schools accepted pupils from the PRU and Whiteways supported the first primary managed move. In response to Governors question if it had worked, K Oldham said that it had and explained how she works closely with Janine Nuttall (Primary Inclusion Panel) and expects to be approached again early on in the school year.

Curriculum Development

Year Leaders have met with SLT to plan themes for 2018/19. Changes to the proud folders have taken place to enable children to assess their skills in that term. S Bridges added the proud folders had come a long way. R Kunze reported all teams had worked hard with the journey from nursery to Y6 and are now getting progressive curriculum with a rich and varied enhancement to year groups. At the Planning day with Localities, St Catherine's School wanted to borrow books to show to their school how the schools can work together. K Oldham reported on the newsworthy item of the celebration of 100 years of women's votes.

In response to a Governor's question about the visits it was clarified that children from both schools go on the same or similar visits.

Staffing Changes

S Bridges reported on 6 NQTs potentially starting in September at Owler Brook. J Nixon stated that the vacancy at Whiteways would be covered by supply.

Governor's question

Q: How will the NQTs will be supported?

A: They will be given strong mentors and we have a NQT package to support training and development. Allocated Thursday afternoons for NQTs. Some of the NQTs are SKitt and School Direct students who have studied at the school.

S Bridges reported on the recruitment at Hucklow and Beck where K Oldam was invited to the interviews and where she was able to identify a suitable candidate for Owler Brook School.

Teaching and Learning

The percentage of Teaching and learning is 100% and good with 35% moving towards outstanding. S Bridges reported we have had the experience of NQTs before and now they are now seen as experienced teachers.

Assessment, attainment and progress

S Bridges circulated paper showing data across the 4 schools noting established pupils do really well which is shown clearly in the SEF. In response to a Governor's question about showing the progress of those who came later, it was explained case studies are important and show the difference they make.

The results are due out today and the Chair explained the data is historical and not predictive and it is important the staff are not surprised by the results, which means that they would have assessed children accurately. Tomorrow staff are going to go through the scripts to see if any require a remark.

S Bridges reported on the combined results - Beck 53% and Hucklow 46%

Performance Management

The 4 schools have been moderated. Owler Brook had writing moderated at KS2. The cycle will continue and targets for teachers will be set.

Leadership

Middle leaders uplifted to AHTs to cover during J Jeavon's maternity leave.

SLT year leader meeting on Thursday. S Bridges explained a proforma has been developed for the 4 schools to show progress, attendance and behaviour, quality of teaching and learning on 1 sheet of A4 and is going to do a dry run with the end of year data. **Governors requested the proforma size should be A3 so that it can easily be read and pinned up on the wall for use.**

Headteacher

..... Chairperson

Training

Heads of Schools and nominated members of SLT have undertaken EEF training on peer reviews. 8 schools are taking part. They work as improvement Champions in all schools. A peer review has been carried out at Whiteways with Bev Nicholls. The focus was looking at high progress pupils. The outcome was that all children are challenged well, regardless whether they are PP eligible or not and next step is to talent spot children not previously at ARE but show potential to be.

S Bridges reported on the package of support having bought into the Learn Sheffield package (£2K per school). She attended a planning meeting with Steve Betts and Bev Nicholls and came up with some useful plans. 16 days of support was agreed. The Lead inspector will carry out 4 school reviews in preparation of Ofsted. Also offered was training for Governing Bodies. Chair stated that it was important to get middle leaders training. Adrian Francis commissioned to do training in performance management. Also booked to do data training with middle leaders. L Overall requested she attend. Acknowledged it is good value for money. It can act as an external review before we go to Academisation

School Development Plan

SDP is being developed to make it compact and concise. SEF work is in progress. L Overall is happy to proof read.

Heads

Locality Working

Family of schools' work is ongoing.

Racial and Bullying incidents and Exclusions

Chair requested that the incidents are referred to in the report to Full Governing Body as well as in the appropriate committee minutes.

J Nixon explained the 2 racial incidents at WW which was explained as language used at home and the other not malicious intent.

No permanent exclusions at Whiteways
1 permanent exclusion at Owler Brook

Attendance

Owler Brook is 95% with FS 94.3 without FS.

..... Chairperson

Safeguarding

In last term 29 social worker led meetings took place at Owler Brook and 24 at Whiteways. The need around safeguarding and remains high.

Biggest area of SEN need is speech and language. Hearing Impaired Service is involved at both schools.

Executive Head and School Heads were thanked for their reports.

4 **Committee minutes and reports from link governors**

5.1 Premises, Staffing and Finance (15 February 2018)

I Annis fed back on items discussed at the meeting:

Thanks to Lyn for work on budget

5.2 Curriculum and Standards (27 February 2018)

L Overall reported the main business of the meeting was to review middle management.

5.3 Community (8 March 2018)

K Malik reported on the items discussed at the meeting:

Parking signs ordered (issuing of fines for idling)

Presentation by Featherstone in Bradford at PMC looking at opening of a free school in 2020

At mosque meeting thanks for all agreeing the same day for Eid

5 **Review Governor Roles i.e. SEN and Training Governor**

Discussion took place and the Governors' roles were confirmed

SEN – Lyn Overall

Health and Safety – Tommie Barker

Safeguarding – Ian Anniss. R Kunze reported she has a friend who is a child care lawyer and main clients are social workers and would be good Governor who might take on the role of the Safeguarding Governor.

M Kashmir suggested a teacher who he could approach to become a Governor and Governors agreed the review of parent and staff Governors needs to take place at the beginning of the

..... Chairperson

school year as both parent and staff governors are required for both schools.

L Burgin

Action – L Burgin to write to the Parent Governor non attender

6 **To approve the budget spending plan for the financial year 2018-19**

Governors ratified the spending plan for 2018/19.

7 **Annual Report on Safeguarding**

Annual review is partly done and will be completed for sign off in September.

8 **Confirm or appoint the reviewers for the Performance Management of the Headteacher and to appoint an external advisor to support the process**

S Bridges reported the review will take place on 11 September with L Overall, P Smith and a couple of Governors from Beck and Hucklow Schools.

9 **Review of the meeting - how has the Governing Board fulfilled the three core functions that it is responsible for?**

Governors agreed to discuss at next meeting.

Action – Agenda Item

Governor Support

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

Action – L Burgin to circulate draft dates and times of future meetings.

L Burgin

11 **Any Other Urgent Business**

MAT Update

Chair reported on a successful Working Party meeting of the Trust. S Bridges presented 3 quotes to undertake the necessary due diligence work. Steel City Partnership are commissioned to carry out due diligence on the staffing element and Andy Child (NLG) on the governance element (need for independent reports). Staff consultation meetings is 3 October at 3.30 pm at Owler Brook HR and Unions will be involved. In discussion it was acknowledged staff are now used to the 4 schools working together and accept it is better to be in a local MAT than national MAT. Staff will require reassurance on their terms of conditions. Any issues will need to be dealt with up front especially if there is

..... Chairperson

impact of central roles. Parent consultation with take place at Owlter Brook School on 4th at 9 am and 5th October at Whiteways. Communication will include questionnaires and links to the website.

Fair Funding Campaign.

Action L Burgin to send Governors link to the petition.

L Burgin

Behaviour

J Nixon reported 4 children are at risk of exclusion and are going to access the Cellar Space provision. Governors discussed the issue of Sheffield schools paying for exclusions and acknowledge it is an issue that Sheffield needs to address. A thorough discussion took place around children acting negatively and the school not being equipped to help. Governors agreed they cannot maintain the situation and in September they will need a strategy for teachers to deal with extreme and persistent bad behaviour and sanctions.

Meeting closed at 6.00 pm

..... Chairperson