

THE CRUCIBLE FEDERATION
Owler Brook & Whiteways Primary Schools
MINUTES OF THE MEETING OF THE GOVERNING BOARD
HELD ON 25 SEPTEMBER 2018

Present: Lyn Overall (Chairperson); Tommie Barker, Lindsay Baxter,
Graham Blincow, Lyn Burgin; Malik Kashmir; Rachael Kunze;
Jennie Nixon; Kit Oldham, Peter Went

In Attendance: Brian Wood (Clerk)

Action

1. **Apologies for Absence**

Apologies for absence were accepted from Ian Anniss, Susan Bridges, Pam Smith and Lisa Whitehead.
In Ian's absence, Vice Chair Lyn Overall chaired the meeting.

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.

3. **Election of Chair and Vice Chair**

Governors agreed to defer both elections until a future meeting.

Chair reported that elections are underway for Parent Governors (2 positions) and a Staff Governor (1 position).

4. **Confirmation of the minutes of the FGB meeting of 10th July, 2018, and report on matters arising from the minutes**

Resolved: That subject to the correction below, the minutes of the Governing Board meeting of 10th July, 2018 be approved; Chairs signed copy was retained in school.

Item 2 Governors agreed to delete the short phrase in brackets '(delete and the press and TV will be there)'.

Matters arising from the minutes

Item 3 HT report - Permanent Exclusion (PEX) at Whiteways.

Governors heard that four pupils are at risk of PEX from Whiteways Primary School. One is now in full time nurture provision but three pupils remain at high risk. A verbal report of the support arrangements in place at school was made to the meeting. There are some positive responses to this programme but all three pupils remain at risk. Governors were concerned about the impact on resources in school and the consequent impact on teaching and learning for all pupils in school.

NQT update.

A brief verbal report was given to the meeting. Kit reported that there are six NQTs at Owler Brook and two NQTs at Whiteways. Each school has prepared a bespoke support programme designed to run until Easter 2019. Mentors have been assigned to NQTs.

Item 5. A Parent Governor has resigned because of family circumstances (see item 3 above).

5 **Headteacher's Report**

In Sue's absence, Kit presented the Head's report.

Key matters raised and discussed as follows:

5.1 Partnership Working

A consultation survey is underway to collect staff concerns. A staff consultation with HR and unions will be held at the 3rd October meeting. Other consultation meetings will be held with parents and carers. Chair will attend but Governors were reminded that all are invited and are most welcome.

It was confirmed that the due diligence period has begun for both the Cascade MAT and the Crucible Trust. Andy Child (NLG) has helped with Governance matters.

25th October meeting

An extraordinary Governors meeting will be held on 25th October to report and consider progress towards the MAT.

5.2 Numbers in school

Pupil mobility continues its familiar pattern this term. There have been 9 pupil moves at Whiteways and 17 at Owler Brook since the start of term in September.

Governors noted that for 2017-18, there were 77 moves equivalent to 18% of the school population. This turbulence affects learning in school and places an additional demand on school administration and management. Governors also discussed more complex mobility issues where a pupil may leave school for overseas and then return many months later. This makes pupil tracking more difficult and re-assessment usually shows little or no progress.

Kit reported that school is full from Reception to Y6 with two appeals for school places underway.

.....Chairperson

5

The way that the current rules work continue to frustrate Governors. Previously allocated places have to be held open, even though school staff know that a family has moved overseas. The impact is compounded because pupils won't be in school on the October census date. This has a negative impact on funding and also affects disadvantaged pupils. This situation has affected school for over four years but no solution has been found.

5.3 Committees

5.3.1 Finance and the Curriculum and Standards Committee meetings have been held as planned and minutes circulated.

5.3.2 Curriculum

Curriculum and associated enrichment activities were shared with Governors. Details have been uploaded to school's website.

Foundation subject assessments will be done this year for the third year in succession. This allows better matching of support to pupils. Lyn suggested this item be passed to the Curriculum and Standards Committee.

The Whiteways curriculum overview will be complete very shortly and uploaded to the website. Action: Rachel.

Rachel

5.4 Primary Integration Panel (PIP)

The PIP reviews support for pupils and their readiness as they reintegrate to mainstream Primary schooling. Kit has been invited to sit on some PIP panels this year to assess for return. Governors agreed this will be useful to see how they operate from the inside. Kit hopes to develop experience in this area and share any best practice across school.

5.5 Staffing

Details were included in the Head's Report. There have been no changes since the last report to Governors.

5.6 PM and Teacher Assessment

Sue's PM review has already been held. Chair reported that her PM objectives include driving the school forward into a MAT.

Teachers PM is underway at both Whiteways and Owler Brook. Targets focus on raising attainment to narrow the % gap against National figures (rather than focus on measuring the absolute level of % gain). Objectives consist of a combination of personal aspiration and professional requirements to improve pupils' progress across school. Examples include Lesson Planning, Personal development plans for teachers, and possible leadership training roles.

5.7 Training

Training for this term has been planned so as to link with school's SDP and SEF.

School felt the SEF was up to date and gives a thorough assessment of school's position. Governors noted that a self scoring is not now necessary in the SEF.

5.8 Data Owler Brook

.....Chairperson

Detailed figures were presented in the Heads report. Governors noted that KS2 combined figures were lower because of the impacts of significant pupil mobility. When results are selected for those pupils who have stayed at Owler Brook across the school years, figures are much stronger rising from a 49% Combined Score at KS2 to 69%. Governors noted the same effect at KS1.

5.9 Data Whiteways

Strong progress was noted with school in the top 10% nationally. A similar impact on scores resulting from high mobility was noted.

5.10 Leadership

Year Leaders across the Federation were presented in the Head's report for Governors information.

5.11 Owler Brook review

An EEF peer review is scheduled for Owler Brook on the 22 November. Whiteways have already had their review.

5.12 Learn Sheffield review

The LS package includes a whole school review which is scheduled for 18th October. It is conducted along similar lines to a Section 8 Ofsted inspection.

Graham asked: Will there be special support for NQTs who might feel that inspection is daunting. Staff felt that this might not be too daunting since NQTs are more used to close inspection of their teaching during their training period.

5.13 School Improvement Plan

The School Improvement Plan and SEF are nearly completed.

5.14 Racist and Bullying incidents

Kit reported that there have been no racist or homophobic bullying since the report to the last meeting. There have been no Owler Brook exclusions since the report to the last meeting.

5.15 Attendance

A slight dip at end of last term was noticed as some families took unauthorised holidays. Fines will be applied and followed up.

5.16 Safeguarding

Lisa and Kit have met with the Chair of Governing Board to review. The Annual Safeguarding Report has been completed together with Chair of Governors and submitted.

5.17 Whiteways

A verbal report was made to the meeting of two specific pupils. One is a wheelchair bound pupil who was allocated to Whiteways Reception. Some time after a tragic accident the family moved out of country but have now returned. An integration process for the pupil is underway, but care requirements are not clear at the moment. A second relates to a Y3 pupil with low attendance due to a disability. Some medical care will be needed to support the pupil but it is not clear at the moment how this will be administered.

Governors thanked Kit for her detailed report.

.....Chairperson

6 **Committee minutes and reports from Link Governors**
Minutes from both Committees had been circulated before the meeting.

6.1 Premises, Staffing and Finance (5 July 2018)

Graham Blincow reported that Whiteways are likely to have a small surplus at the financial year end. A deficit, albeit a reduced one, is expected at Owler Brook.

Whiteways' Head is concerned at the 3 year budget forecast. Reducing its numbers from 90 to 60 will have big financial impact and the reduction in income will need to be addressed. A similar hit is expected for Owler Brook.

Graham Blincow asked if the Capex expenditure on renewal of computer equipment had been completed over the summer holidays. It was confirmed that it had.

6.2 Curriculum and Standards (17 July 2018)

No further questions were raised.

7 **Review of Committee Structure / Membership**

7.1 Committee Structure

Governors agreed Committees are working well so no changes were thought necessary. Some vacancies in Committees will be filled when elections and appointments are completed.

7.2 Committee Terms of Reference and Delegated Powers

The meeting agreed that no changes were necessary.

7.3 Link Governor Arrangements

Link Governors already in place.

7.4 Code of Conduct

All agreed the Code of Conduct should be accepted.

8 **Annual Report on Safeguarding**

Discussed in minute 4 above.

9 **Briefing Paper – J Nixon**

Governors agreed that this should not have been an agenda item.

10 **School Admissions 2020/21 – to approve the Indicated Admission Number**

Owler Brook - Governors approved an Indicated Admission Number for the 2020/21 Academic Year of 60.

Whiteways - Governors approved an Indicated Admission Number for the 2020/21 Academic Year of 60.

.....Chairperson

- 11 **Review of Meeting**
Governors reflected on this matter and felt that, taken together with Subcommittee work, visits into school, Performance Management and Safeguarding all core functions are being fulfilled.
- 12 **Date and Time of the Next Meeting**
Resolved: That the next FGB meeting will be held on 15th January 2019.
- An extraordinary Governors meeting was confirmed for 25th October at 5pm at Whiteways school. Note that the Finance Committee at Whiteways 25th October will meet from 4pm to 5pm
- 13 **Any Other Urgent Business**
A school Maths walk for Governors is scheduled for 9:30am on 14th November at Owl Brook school.
- 14 There being no further business, Chair closed the meeting at 17:30.

.....Chairperson