

ADDINGTON SCHOOL

Minutes of the Full Governing Body Meeting held on

Thursday 6th July 2017

Present: John Prior, Nick Dyer, Sara Attra, Sukhwinder Sondhi, Keith Baker, Hilary Rusher, Jane Sherwill, Dave Robson, Dee Anderson, Mark Trepte, Christine Green, Ann Tidey

Also present: Lynda Wood, Sue Tod, David Maycock, Eirfron Watkinson, Emily Marchant (clerk)

Apologies: Jenny Tuck

John thanked Nick for all his years of support as a governor at Addington, and Sara and the governors wished him all the best for the future.

117/17 There were no declarations of personal or business interests.

John wished to thank all the staff at Addington for making the governors feel so welcome in and around school today.

118/17 **Minutes of the last meeting:** Agreed and signed.

119/17 **Matters arising:** 80/17 Sara confirmed that Level 5 funding has recently been secured for 3 pupils having submitted reports and annual reviews, which is excellent, however there still remains the issue that the gap between the Level 4 and Level 5 bands is too big. Sara is currently in discussion with the LA regarding this and will keep governors updated with any progress. ***Dave was surprised to learn that all authorities have different level bandings and different methods for calculating funding*** – Sara confirmed this is an issue for the school due to taking pupils from all surrounding LAs. 82/17 After School Club – John confirmed that there is detail minuted in the Finance and Staffing committee meeting, and confirmed that discussions have taken place with Thumbs Up Club who are very interested in the proposal.

120/17 **Minutes of the committees:** Premises, Health and Safety – confirmed all actions have been followed up already. Curriculum, Pupil and Parent – Jane confirmed she has held two successful parent coffee meetings outside of school, and is hoping if the success continues in future she will try to rally support for the Association and events. 101/17 Lynda confirmed that the Parent Questionnaire results have not yet been collated but will be brought to the next Full governors meeting. 105/17 Jane noted she felt that name badges would have been helpful during the Proms and Sports Days – Sara confirmed that she will definitely ensure action is taken at the next Parents Evening and informed Jane that from September staff will wear an ID badge with their photo and name on so it would not be feasible to have name badges as well. Going forward Sara will look into the use of name labels at events where parents are invited into school. Finance and Staffing – Sue briefly summarised the budget, and confirmed that a new Assistant Site Controller has been recruited to start soon. ***Keith queried whether the newly gained funding levels for the three pupils has had an impact on the 3 year plan*** – Sue confirmed it does make a slight difference but we will still be in a deficit. Sue is currently forecasting in preparation for the next Finance and Staffing meeting so will have more updates then.

121/17 **Proposed title changes for the Committees:** Following discussions with Sara, John asked the governors to consider the proposed titles for the committees in order to make them more rationalised and purposeful. Curriculum, Parent and Pupil is to become Teaching, Learning and Assessment committee, Premises, Health and Safety

will become Behaviour, Welfare, Health & Safety and Premises committee and Finance and Staffing will remain the same. They feel it is essential to have Assessment in the title as reporting pupil progress is a key requirement of Ofsted, and Teaching and Learning will still give scope for challenge from parents. **Suky asked whether there should be reference to the staff obligations for professional development** – David confirmed that CPD will fall under Teaching and Assessment. The Terms of Reference for each committee will be closely looked at in September. All the governors agreed to the changes.

Lynda Wood left the meeting.

- 122/17 **Draft Meeting Schedule for 2017/18:** John confirmed that all meetings will be on Wednesdays at 6pm going forward. He asked all governors to check the schedule and email Emily with any issues. **Action** All. John informed the governors that the FGB on 1st November will be a data specific meeting, and it is possible the School Improvement Advisor will be joining the meeting to explain about changing Ofsted goalposts. John confirmed that the learning walks were a success so will continue to take place next year – he asked the governors whether they feel they would still like to have a Governor Training Evening or whether this could be covered by small amounts of training within meetings. Jane suggested that small presentations from staff members with expertise in a particular field would be very engaging, and all the governors agreed that a little training more often would be preferable. Another suggestion was that staff could share training or induction sessions they have received within school. **Action** All governors to bring suggestions of training topics to FGB meeting on 1st November. ALL
- 123/17 **SIP:** Sara asked the governors to look over the 16/17 update, and wanted to inform governors that she had received fantastic news today that the music department achieved Platinum in the Arts Award due to their thorough emphasis on the arts. **Keith asked whether Sara had considered doing a press release for this** – Sara confirmed that she has the template and should definitely put this forward. Sara then summarised the 17/18 SIP flow diagram which shows how all the targets add up and come together across the school. The key priorities are as follows; to review and re-design the curriculum, to re-evaluate data in order to accurately show progress, and evaluating the effectiveness of TAs as well as working towards improved recruitment as there is a constant turn over, mainly of LSAs. It can often be hard to recruit quality when the numbers are so high, and all recruitment is managed by Sue and Sarah T due to the lack of an HR department. **Jane asked whether we could share resources for recruitment with other special schools** – Sara confirmed this may be too difficult as could be seen as competing for staff, however we do share new teacher training. **Suky asked whether more detailed development plans would promote staff retention** – Sara confirmed that staff are more likely to leave after training in order to further their career. **Christine queried whether an agreement is in place whereby staff must stay for two years after training is provided** – Sara confirmed we do have a letter stating this, however it is not legally binding therefore we cannot enforce it. David noted that the new Investors in People Award focuses on staff wellbeing which may help to promote retention. **Jane enquired whether the change of curriculum will have a big impact on the pupils** – Sara confirmed changes should not be noticeable to pupils and will be greatly beneficial to them as it will incorporate all the skills they need, such as functional maths. Sara informed governors that a maths lead should be appointed on Monday. ALL
- 124/17 **SEF:** Sara explained to the governors that page 1 of the SEF summarises the overall effectiveness since the last inspection. John asked whether the specialism in music is still relevant – Sara confirmed that although the college status no longer exists, we

did achieve the Arts Award, and therefore will remain a school specialising in music.

125/17 **Headteachers Report:** Sara summarised the school context and explained that in September the total number of pupils on roll will be 210, however this includes one or two who may leave, plus a couple of new starters whose parents are not decided on accepting the place yet. **John asked if there would be any provision in school if an extra classroom was required in future** – Sara confirmed the science room is empty for a lot of the week so may be a possibility, however this would leave the students without science facilities. Sara confirmed that the Science teacher is leaving; however there is a member of staff taking over this role. **Christine asked why there are potentially two pupils leaving** – Sara confirmed one is moving abroad, the other is awaiting a residential place. A lower number of school leavers this year meant that less could be taken from panel even though the demand for places is huge. John wished to congratulate Sara for managing the new TLR restructure. Sara explained that the recruitment and sickness/absence are new to the report – and agreed that although the new process has come into place and is having some effect, the sickness figures are currently higher than for this time last year. Back to work interviews are taking a lot of Sue’s time so they need to drop more. Ensuring staff are trained properly in dealing with bodily fluids may help to prevent illness spreading, but the sheer volume of staff is a big contributing factor to sickness levels. David informed the governors that BlueSky has been very successful so far with teachers. This will be rolled out to TAs and LSAs next term then eventually all staff. David explained that CPD will all be very focussed on the targets going forward. **Suky asked whether there is a staff questionnaire** - David confirmed that this is part of the new Wellbeing Award so a new questionnaire will be rolled out in September. Sara explained that although it seems that there is an increased workload with putting new systems into place, once settled the load will be significantly reduced. She understands that change can be challenging, however notes that the pace is high in an outstanding school so staff need to be motivated to in order to keep up, and know that everything is for the benefit of our pupils. Going forward, two members of staff will be sent on training courses, and they can then carry out twilight sessions for other staff members. In terms of teacher observations, there are currently only two a year, but this will be increasing to 3, plus learning walks. The new system will be more robust and will focus on professional development. Data regarding Lesson Observations will be brought to the next Full Governors meeting, noting that Ofsted terms have not been used in order to reduce pressure on the teachers. **Action** David. **Mark asked if the framework could be shared with governors** – Emily will add the Observation Form to the agenda, and Sara will talk through the guidelines of ‘what makes outstanding teaching’. This is also a possible focus for Learning Walks. **Action** Emily/Sara.

DM

EM/
SA

126/17 **Evaluation of staff development:** David covered this item in the Headteachers Report. He handed the governors a list of example targets so they have an idea of the kind of things being set. Targets are a lot more focussed and will be collated going forward.

127/17 **Academy Status:** Sara and John have attended a meeting re MATs (Multi Academy Trusts). Unfortunately there was not any information on how Special Schools fit into these. Sara and Sue will be attending a conference about Special School MATs so will be able to report back on what the benefits of this are. Keith advised that more careful research may have to be done on this aside from the conference, as quite often positive spins are put on everything at these.

128/17 **Learning Walks:** David wished to thank all the governors who had been able to make these. The learning walks were a great success and picked up on things from the

School Improvement Advisor's report, plus an impact could definitely be seen following the training by Perter Imray. Key things included: staff clearly working on next steps, behaviour across the school was exceptional, clear progress systems could be seen recording in classrooms, and communication was much better amongst staff, learning was being made very specific. David asked the governors if they had any comments – Jane said she saw great communication, and the classes were very calm, Suky said it was really valuable and very positive and John explained that the pupils had been so focussed and were not fazed by the visitors in the classrooms. They were also very keen to talk about their work if asked. The governors left post-it notes as a direct feedback to the classes with positives as well as areas of improvement. The staff really liked this method of feedback as they could act instantly. David confirmed the use of displays across the school needs to be looked as some of the classroom displays were too overwhelming. Displays should be used to help students. David confirmed that the dates for Learning Walks have been scheduled so he will confirm to Emily. **Action** Emily to send out dates to Governors so we can maximise governor attendance for Learning Walks.

EM

Dee briefly described her learning walk whereby she visited all of the students on their Work Experience – she felt that the young people are great ambassadors for the school. Dinton Pastures had not wanted to take a student initially, but it was so positive for them they ended up offering the student paid work at the end of it. Sara and David have been looking into the possibility of having a student working on reception as they feel it is very important for people to see this within school. David explained that there has still not been a replacement for Trish recruited as the Work Related Learning TA. The job description needs some editing before the role is re-advertised in September as this really is a key role to help students with getting jobs.

129/17 **Reports into Child in Care, Safeguarding and Behaviour:** Nick presented his annual reports to the governors and explained that these are three areas where the governors have a particular responsibility to monitor. Child in Care has had a smooth handover from Val to Eirfron, and Safeguarding and Behaviour have had some issues around the use of IT as well as pressure on resources however both are still areas which are Outstanding. The reports are for information only and will be very useful to Nick's replacement.

130/17 **'Communitrees' video:** John asked Emily to send the link for this video to the governors due to time restraints at this time. **Action** Emily.

EM

131/17 **AOB:** John wanted to inform the governors of some of the roles that Nick currently does which will need to be filled next term. For interviews he suggested that maybe we could have a pool of governors willing to do these – they mostly last for half a day, and the governors would need to complete the Safer Recruitment training online. John will temporarily take on the Safeguarding role until a replacement is found, and also explained that while he is happy to continue as a governor for now, we will have to think about succession. John has suggested he can gather together some information about the roles that Nick does and send out to governors at the beginning of next term for governors to look at. **Action** John.

JP

John informed the governors that this is Ann's last meeting as Staff Representative, but confirmed that Ann is happy to continue as an associate governors should all the governors agree, so that she can remain on the Teaching, Learning and Assessment committee. The governors unanimously agreed.

John also confirmed that Jenny Tuck joined as an associate governor on the basis that she could become a full governor when a vacancy arose – John asked all the governors to agree. They agreed unanimously.

Keith wished to inform Sue that there is a potential to apply for some funding for

After School Club by way of a grant from Woodley Town Council. He also said there is a potential that individual students who reside at a Woodley address could receive grants of up to £100 per year to put towards the cost of specific item or trips. **Action**
Sue to email Deborah Mander for details.

ST

Date of next meeting: Wednesday 1st November 2017 at 6pm
SIGNED: DATE:
CHAIR OF GOVERNORS