



**MINUTES OF THE CAREW LOCAL GOVERNING BODY MEETING HELD ON
TUESDAY 12TH JUNE 2018 AT 4.00PM**

Members: * Mr Jamie Bean (Chair) – JB
Mr Rob Watkins (Principal) – RW
Mr Stephen Brooks (Staff Governor) – SBr
* Mrs Sandra Butcher (Parent Governor) – SBu
Mrs Joy O'Connor (Parent Governor) – JOC
Mr Kevin Leggatt (Governor) – KL
Ms Ruth Duggan (Governor) – RD
Mr Emmet Murphy (Governor) – EM
Mrs Kirsty Cottrell (Governor) – KC

Also present: Mrs Helen Morris (Vice Principal) – HM
Mr Joe Shepherd (Head of Upper School) – JS
Ms Natalie Taylor (Head of Middle School) – NT
Ms Lucy Davey (Head of Lower School) – LD
Ms Allison Grainger (Head of Teaching School) – AG
Mr Mike Wood (Head of STEM) – MW
Mr Jon Davey (Director of Student Support) – JD
Mr Norman McDonald (OHCAT Management Accountant) – NMD
Mrs Angela Drayton (Principal & Regional Lead, SAS Schools) – AD
Ms Suzanna Challenger (Clerk) – SC

* denotes absence

1. APOLOGIES

Apologies for absence were received from JB and SBu. KC agreed to chair the meeting in JB's absence,

2. WELCOME AND INTRODUCTIONS

KC welcomed everyone to the meeting and introduced AD, who is Principal of St Dominic's School and Regional Lead for the OHC&AT Surrey & Sussex Hub. AD said she was attending as an observer in order to share good practice with her staff and governors.

3. DECLARATIONS OF INTEREST

There were no new declarations of interest. The Clerk confirmed that Declaration of Interest forms would be recirculated in September.

4. CONSTITUTION AND APPOINTMENTS

Nothing to report.

5. MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes of the previous meeting were **APPROVED** and signed by the Chair as a correct record.

All actions from the previous meeting were **CLOSED**, with the exception of the following:

- i) 6a: SLT Report: Governors **NOTED** that the percentage of unqualified teaching staff will be included in the Autumn term SLT Report, following on from outcomes of assessment and new staff taking up their posts.
- ii) 6a: SLT Report: Governors **NOTED** that praise and reward is now included in the LGB Dashboard.
- iii) 6a: SLT Report: Governors **NOTED** that the fire drill report would be tabled at the meeting. **KC asked how frequently fire drills take place.** MW said the alarm is tested weekly and full drills take place at least once per term; the meeting place is the upper school playground, well away from the building. The most recent fire drill saw everyone in their allocated places within one minute, which governors agreed was impressive. RD noted the excellent behaviour of pupils during the drill.
- iv) 7: SEF/SDP/Health Check Feedback: Governors **NOTED** that RW will present a front page summary and full diagnostic at the Autumn term meeting.
- v) 7: SEF/SDP/Health Check Feedback: RW said that he and JB continue to work with David Scott (school improvement consultant) and have begun RAG rating for the Autumn term.
- vi) 14: GDPR: RW updated governors on school processes, saying that SLT are looking at processes for sending information to families and that pupils will now be identified in reports etc. by initials only. Staff training has been delivered.

6. (a) SLT REPORT

RW noted that numbers on roll are positive at 204 and said that the school is also now providing some respite placements for mainstream pupils, which highlights Carew's strong working relationships with local mainstream schools.

Regarding the structure of the report, JB and RW felt it was important to link the SLT report to the Ofsted framework, as it is crucial for governors to know and understand the school. Governors **AGREED** the following cycle of scrutiny:

- Summer term: Teaching and Learning
- Autumn term: Outcomes
- Spring term: Personal Development, Behaviour and Welfare

RW thanked governors for drilling down within their portfolio areas to provide appropriate levels of challenge, saying many areas of the SLT report are well covered within portfolio visit reports.

Regarding staffing, there are no leavers this year other than one TA resignation. RW confirmed that the school will appoint to increase capacity for EHCP planning. Regarding health and safety, Lisa Nagle is working with Stephanie Hill (OHC&AT Director of Business Services) to implement the new reporting system, and there have been no H&S incidents to report. The fire drill report was discussed under item 5.

NT provided an update on Pupil Voice. Pupil survey results will be in on Friday 15th June and pupils have been keen to take responsibility for this, submitting their own ideas and encouraging peers to get involved. NT noted that Pupil Voice is in the early stages of development and the group is still exploring the impact they can have e.g. achievable impacts such as more gazebos and benches in the playground, but that overall pupils are very invested in the idea of improving their school. A suggestion box has been ordered so that all pupils can put their ideas forward. NT is currently awaiting Pupil Voice feedback on meaningful rewards for 100% attendance.

Action: NT to update governors on pupil survey data at Autumn term LGB meeting.

KC asked whether there were plans to produce a You Said, We Did display alongside the suggestion box. NT said that the current display will be expanded. Carew Academy will also be applying for Investing in Children, a kitemark for organisations that foreground children and young people's voices in the decision-making process.

EM asked about pupil involvement in areas such as learning walks and curriculum feedback. HM said that safeguarding walks are carried out half-termly with Pupil Voice representatives. Jackie Van-West (OHC&AT Director of Learning Support & Safeguarding) will be coming in to conduct a further walk, in order to further highlight the ways in which pupils do feel safe. NT said that student ambassadors are involved in recruitment, and JD noted that in all recent recruitment rounds the pupils have chosen the candidate who was ultimately successful.

KC said that some OHC students represent on local partnership boards, and governors discussed the possibility of Carew exploring similar opportunities, perhaps as part of a hub-wide initiative. RW said that Carew will be representing at a session on knife crime in Sutton. Governors also discussed possible opportunities for older students to participate in mock interviews with local employers as part of developing work skills, and RW suggested contacting Lynn Barratt (OHC&AT Director of Corporate Development & Partnerships) to see whether appropriate links can be made.

Action: RW to discuss employer links with LB.

JS provided an update on 17-18 leavers. Although the data was not available for governors to view, JS confirmed that all but one year 11 and year 13 pupils have a confirmed placement for 18-19, and the pupil without placement has an interview in the near future. There are no NEET students. For year 13 pupils, staff used their goals as an integral part of the curriculum planning process and assessed against that plan throughout the year, which proved very successful in moving pupils on.

Long term destination information is being sought. There are plans to create a Carew Academy alumni network, with the intention of getting alumni into school to talk to current pupils about destinations and aspirations.

Additionally, the school has its first apprentice, starting with Sporting Chances in September 2018.

KC thanked all members of the SLT for their comprehensive report and discussion.

Governors **RECEIVED** the SLT report.

6. (b) DASHBOARD

EM queried the spike in behaviour exclusions in Spring 2. RW said this was anomalous in that it represented 4 serious incidents which had all resulted in fairly long periods of exclusion. The pupils involved in these incidents have since all moved on to more suitable placements elsewhere due to the complexity of their needs.

KC asked whether there was a discernible reason for the high staff sickness absence during Spring 1, and whether the impact of wellbeing initiatives had been measured. RW said this had been down to multiple flu-type illnesses rather than any systemic issues, and that wellbeing is an ongoing focus at Carew. LD said that an initial joint wellbeing day had been held with the Link schools, which had been well received by all. Governors discussed how to maximise the benefit to staff from wellbeing initiatives. JD suggested that the end of year INSET day could be a compulsory wellbeing day devoted to team building exercises, with SB adding that this would be a good way for the new class teams to bond ahead of the upcoming academic year.

Action: LD to organise team building day for end of Summer 2.

RD noted the disparity in English and maths progress among the Skills for Life cohort, and asked how staff are supporting pupils in this cohort to make progress. NT said that the objectives in Classroom Monitor require bespoke adjustment for this cohort to ensure that they are meaningful. A separate mark book will be created for Skills for Life, looking at the curriculum to ensure that it takes those pupils up to KS4 and that life skills are accurately measured alongside academic skills.

SBr queried the 8% rise across two terms in 'below target' for maths within the Skills for FE cohort. NT said that again, this was related to mark books in Classroom Monitor needing to be more bespoke. MW is meeting with the Head of Maths at Bensham Manor School in Croydon to review the mark book for this cohort, with a view to including Entry level functional skills as well as other markers.

SBr asked whether including the reading ages of pupils might be of value. RW said SLT use these when looking at progress, as well as looking at progress against EHCP targets and whether reading/maths ages are increasing.

KC suggested that it would be useful to include leavers' destination data.

KL queried the lower levels of outstanding staff typicality across Spring 2 and Summer 1. RW said he has now excluded from the data SLT members who are not teaching (himself and HM), hence the slight reduction. Overall typicality remains strong. SBr noted that the difference between outstanding and good can be a single sublevel e.g. 1c-2a, rather than a larger drop.

Governors **RECEIVED** the Dashboard.

Further to the discussion of staff typicality, JS tabled a Teaching and Learning report. This was discussed under Part B.

7. EQUALITY AND DIVERSITY REPORT

HM noted that the school is applying for Rights Respecting Schools Bronze accreditation tomorrow, and that Carew should attain Silver by the start of the next academic year.

There was discussion around the incident of homophobic language that was noted in RD's portfolio visit report. Two members of staff will now attend Stonewall 'train the trainer' CPD and deliver to the school community via assemblies. HM noted that the two staff members in question are the PSHE lead and the staff member who was involved in the original incident – this person does not currently have a lead responsibility so it is a development point for them.

Action: HM to report back on impact of Stonewall training at Autumn term LGB meeting.

There was agreement that, while the response to individual incidents of homophobia is strong, the whole school mindset would benefit from further development.

Action: governors to focus on LGBTQ+ issues under Equality and Diversity during the Autumn term.

JD and LD left the meeting at this point.

8. QUESTIONING FEEDBACK

Governors **NOTED** the feedback circulated by RW.

9. PARENT SURVEY DATA

RW presented the parent survey data, which governors agreed was positive and showed no significant areas of concern. Governors discussed ways to maximise the response rate for parent surveys. SBr suggested that forms be made available at twice yearly parents' evenings. EM suggested setting up a terminal with a generic Parentview login at each parents' evening. RD said that another useful parents' evening strategy was to set up an admin desk staffed by TAs, who could support parents and carers with form filling around entitlements such as free school meals as well as feedback surveys. RW said that Debbie Capon, Carew's Attendance & Family Lead, would be ideal to lead on this.

Action: Debbie Capon to run the admin desk at future parents' evenings.

10. PORTFOLIO GOVERNOR VISITS

Governors confirmed that they had read all the reports. **SBr suggested working through the listed action points on each report.**

Business Development & Marketing: the business case for expansion of pupil numbers should be completed by the end of this term. Governors **NOTED** the many positive developments regarding the school website, with most compliance matters fully covered.

Action: SBr to go through website compliance checklist with OHC&AT Marketing and report back at next meeting.

Teaching & Learning: governors discussed ways that Carew supports non-reading pupils, particularly when phonics isn't working for a specific child. AG said that RAG rated phonics results are now available, which will help to identify non-readers in need of targeted support. The new Literacy coordinator will take this forward, as well as focusing on comprehension to ensure that independent learning skills are being developed.

Health & Safety, Child Protection & Safeguarding: regarding personnel files, RW said that key documents are now stored at the front of files along with a compliance checklist.

Finance & Resources: this was discussed under item 11.

HR & Organisational Development: EM confirmed that the focus of his Autumn term visit would be induction.

Ethos, Vision & Strategy: RW updated governors on the action points in the report.

Governors **RECEIVED** the portfolio visit reports.

11. FINANCE AND FUNDING

This item was taken after item 5.

Management Accounts

April saw 201 pupils on roll, rising to 204 in May, against a budget set on 191 NOR. NMD reminded governors of the school's obligation to make a small surplus before any capital costs, and said that Carew is on track to do that with a surplus of £9k forecast. Higher pupil numbers have led to higher staffing costs. NMD and RW meet monthly to discuss the full accounts in detail, and overall the school is in a strong position. As noted in KL's portfolio visit report, in May Carew invoiced LBS for approx. £50k outstanding funding.

The year end forecast is £900k in the bank, which is a healthy reserve. SBr asked whether this figure is after depreciation and NMD confirmed that it is. SBr asked whether depreciation funds will transfer to the new free school when it opens. RW said they will, and noted the importance of holding reserves in the current difficult funding climate. Some spend has been approved e.g. 25 new computers.

Budget 2018-19

The budget for next year has been predicated on 215 pupils. Salary costs will run at 77% of budget, which is fairly normal; NMD said that he and RW had spent a lot of time on ensuring staffing levels were right, as that is key to high quality delivery. A small surplus of £1.5k is predicted. RW noted that Carew Manor is a costly building to maintain and that premises cost should reduce from 5% when the new free school opens.

Governors **NOTED** the 2% salary increase across the board as agreed by unions, representing 3-8% at the lower end of the salary scale.

NMD drew governors' attention to a change in SALT provision: from September 2018 this will be provided via a swapping arrangement with Link Secondary School, rather than through Carew buying into OHC&AT shared services.

Governors **NOTED** the agreed Service Level Agreements (SLAs) between Carew Academy and Orchard Hill College. There was discussion around the Core Service Contribution (CSC), with NMD explaining that this operates on a sliding scale between 4.7% and 7.7% depending on where in the school improvement journey each academy is. SBr asked whether the listed SLA buy-in is over and above the CSC. RW confirmed that it is and clarified those aspects of support (HR/recruitment, ESLT support, Marketing, Training School and Digital School) which are covered within the CSC. SBr asked whether the CSC rate reduces if a school moves from Good to Outstanding. NMD said that Good and Outstanding share the lowest rate.

KL queried the part time finance assistant noted under Non-Staffing Key Points, asking whether this represents a recruitment to Carew staff. RW explained that this is the support from a central member of OHC&AT finance staff and is covered within the service charge.

SBr asked how RW and NMD have budgeted for supply. NMD said this is included in substantive costs; the preferred approach is to try and manage sickness absence as it arises, and Carew has a full staff team at present. RW said that as noted in KL's portfolio report, the school's sickness absence insurance cover has been cancelled.

MW asked how school reserves have increased by approximately £100k per annum. RW said this due to depreciation.

Governors thanked NMD for his work with RW on managing the school's finances.

Mr MacDonald left the meeting following item 11.

Following the financial items, governors discussed KL's portfolio visit report. KL said that he concurred with the overall picture presented by NMD. Regarding the 90 day reserves target, governors **NOTED** that this is understood to be universally unachievable and thus considered whether a question might be put to the OHC&AT Finance team regarding the usefulness of such a target.

12. POLICIES AND PROCEDURES

Governors **NOTED** the listed policies and procedures that were approved by the OHC&AT Board on 16th March 2018. There were no local procedures to review.

13. GDPR UPDATE

Governors **NOTED** the update from the Trust on progress with GDPR compliance, including a reminder that from September 2018 the OHC&AT Governance team will be moving to paperless meetings along with communication via governors' Trust emails rather than home email addresses.

14. ANY OTHER BUSINESS

None.

15. DATES OF NEXT MEETINGS

The following dates were **AGREED**:

- Tuesday 13th November 2018 at 4.00pm
- Tuesday 5th March 2019 at 4.00pm

16. CONFIDENTIALITY

Governors **AGREED** that discussion around the Teaching and Learning report tabled under item 6b should remain confidential.

The meeting closed at 6.03pm.

CHAIR-----

DATE-----

ACTIONS ARISING FROM THIS MEETING

Minute	Action	Status
6a – SLT Report	NT to update governors on pupil survey data at Autumn term LGB meeting.	Open
6a – SLT Report	RW to discuss employer links with Lynn Barratt.	Open
6b – Dashboard	LD to organise team building day for end of Summer 2.	Open
6b – Dashboard	All governors to read Ofsted criteria and email questions to RW regarding the Teaching and Learning report.	Open
6b – Dashboard	RW and SLT to report on future areas of focus using the ‘evidence against Ofsted criteria’ format.	Open
7 – Equality & Diversity Report	HM to report back on impact of Stonewall training at Autumn term LGB meeting.	Open
7 – Equality & Diversity Report	Governors to focus on LGBTQ+ issues under Equality and Diversity during the Autumn term.	Open
9 – Parent Survey Data	Debbie Capon to run the admin desk at future parents’ evenings.	Open
10 – Portfolio Governor Visits	SBr to go through website compliance checklist with OHC&AT Marketing and report back at next meeting.	Open