



**MINUTES OF THE CAREW LOCAL GOVERNING BODY MEETING HELD ON
TUESDAY 13TH NOVEMBER 2018 AT 4.00PM**

Members: Mr Jamie Bean (Chair) – JB
Mr Rob Watkins (Principal) – RW
Mr Stephen Brooks (Staff Governor) – SBr
Mrs S Butcher (Parent Governor) – SBu
*Mrs Joy O'Connor (Parent Governor) – JOC
Mr Kevin Leggatt (Governor) – KL
Mrs Ruth Duggan (Governor) – RD
*Mr Emmett 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
Mrs Allison Grainger (Head of Teaching School) – AG
Mr Mike Wood (Head of STEM) – MW
Ms Louise Cooper (Director of English and Literacy) - LC
Mr Norman McDonald (OHCAT Management Accountant) – NMc
Ms Susanne Wicks (OHCAT Governance Manager) – SW
Ms Rachael Tucker (Clerk) – RT

* denotes absence

1. APOLOGIES

Apologies for absence were received from KL, EM, and KC. The LGB consented to their absence.

Action: Clerk to add name of those expected to attend the meeting at top of the agenda for future meetings.

2. WELCOME AND INTRODUCTIONS

JB welcomed everyone to the meeting and introductions were made.

3. DECLARATION OF INTEREST

There were no new declarations of interest. JB asked all Governors who had not already done so to return completed Declaration of Interest forms for this year to the Clerk at the earliest opportunity.

4. SKILLS AUDIT ANALYSIS

JB asked all Governors who had not already done so to return completed Skills Audit forms for this year to the Clerk at the earliest opportunity.

5. CONSTITUTION AND APPOINTMENTS

Nominations for the Chair & Vice-Chair for 2018-19 were invited. RW proposed JB for reappointment as Chair, seconded by SBr. RW proposed KC for reappointment as Vice-Chair, seconded by JB.

It was agreed to **RECOMMEND** to the Board that JB be appointed Chair and KC be appointed Vice-Chair of the LGB for the academic year 2018-19.

6. MINUTES OF THE LAST MEETING

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

7. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

- i) 6a: HM to update governors on pupil survey data. Governors **NOTED** that the pupil survey results were very positive with high levels of participation and an improving trend on student body agreeing very strongly with the statements. Year 11 and 6th form students showed more extreme opinions which has been useful in helping to target behaviour interventions and in particular understanding student's interpretations of bullying.

JB asked if bullying had come out as a concern in the survey. HM confirmed it did not but that it was interesting and useful to see what some of the children thought constituted bullying.

Action: RB to circulate an analysis of the results to Governors to interrogate and challenge.

- ii) 6a: RW to report back on discussions about employer links with Lynn Barratt (OHC&AT). Governors **NOTED** that RW, JS and LC had met with LB in order to explore what opportunities there might be. JS reported that the Gatsby benchmarks are now embedded across the whole school programme and a link to information on the Gatsby benchmarks put on the school website. Pupils on different pathways undertake work experience with differing levels of support those on the Skills for Life pathway requiring more support than others. Opportunities for higher level WEX are identified e.g. an internship at Reed Business Int at Quadrant House in Sutton.

JB asked if the audit toolkit is effective in identifying if the benchmark is being met. JS confirmed it was and the Careers programme is on the Careers section of the website

- iii) 6b: LD to report back on the team building day held at the end of the summer. Governors **NOTED** a verbal report from LD that the whole school body participated in a carousel of activities centred on health and wellbeing. The day was extremely well received by all.
- iv) 6b: Governors to confirm they have read Ofsted criteria and emailed questions to RW on the teaching and learning report. It was **NOTED** that all Governors present confirmed that they had read and digested the criteria.
- v) 6b: RW and SLT to report on future areas of focus using the “evidence against Ofsted criteria” format. Governors **NOTED** the previous theme for scrutiny was Teaching and Learning. RW will respond to questions previously raised.

JB asked if a teaching and learning report was available today. RW apologised for not making the report from RD available to Governors discussion will be based on the Teaching Learning section of the SEF.

JB said one of his challenges was to present on areas of the Ofsted framework where the school is not yet outstanding. Governors should deal with each section at each meeting.

Action: At the next meeting Governors will look at Personal Development, Behaviour and Welfare together with Sixth form and Leadership and Management would be covered in the summer term.

- vi) 7: HM to report back on impact of Stonewall training and Governors to focus on LGBTQ+ issues. Governors **NOTED** that lead staff had attended the training and were due to deliver inset training to all staff on 14 November 2018. The training would cover generic issues as well as how to respond to homophobic bullying. Some low level homophobic language was identified by RD on a previous visit probably an issue at every school and good to use the opportunity to have open discussions on the subject with students. SBr asked how severe an incident needed to be in order to be recorded on SIMs as none had been logged in 18 months.

JB suggested that all could report back if they had dealt with any incidents at the next meeting and check to see if that was reflected appropriately on the dashboard.

- vii) 10: SBr to report back on the meeting with OHC&AT Marketing regarding the website compliance checklist. Governors **NOTED** that a forensic check of the website has been completed and it is compliant with statutory and OHCAT requirements, subject to a couple of minor updates.

Action: SBr would share the compliance checklist with Governors.

8. FINANCE AND FUNDING (NMc Management Accountant in attendance)

Governors received and **NOTED** the draft, unaudited final accounts for 2017-18. NMc described the headlines within the Income & Expenditure sheet and the Balance sheet.

SB asked why such a large sum remained in reserves (£548k) and if it could be put to better use. NMc advised that the reserves equated to 50 days cash in the bank, the MAT's target was 90 days but this is aspirational. It is necessary to have reserves to protect the school in the event that funding declined or unexpected capital expenditure occurred e.g. the boiler replacement project which had exceeded expected costs. The end of year operating deficit of £55k was due to the unexpected cost of boiler replacement, a pay award for support staff in the summer which was above that budgeted for in April and the cost of covering one or two staff on long term sick leave and other absence.

Comprehensive notes to the accounts were provided on page 3 of the management accounts.

Governors **NOTED** the finance portfolio report from KL which had been circulated prior to the meeting.

JB asked if there were any financial issues to be concerned about. NMc confirmed there were none however as the student population grows so does the burden of chasing Local Authorities for outstanding monies.

9. GOVERNOR DISCUSSION AND CHALLENGE

a) PRINCIPAL'S REPORT

RW presented a brief overview report of the school in terms of Pupils, Staff, Outcomes, Health & Safety and Safeguarding, Compliments and Complaints, and School Events. The report indicates a very positive position. Governors **NOTED** the report.

JB asked if there was confidence that all safeguarding matters were being logged on the new safeguarding online system. HM confirmed there was confidence and levels are comparable with the previous arrangement. Staff still feel able to verbally report to HM and DC (Attendance & Family Lead) for

advice on what constitutes a safeguarding “matter rather than a behaviour incident. SBr observed a 50% increase in students categorised as “Children in Need”, HM confirmed that the appointment of DC came in good time and the school had the capacity to effectively deal with the increase in student numbers.

RW presented on screen the latest Ofsted Parentview results.

<https://parentview.ofsted.gov.uk/parent-view-results/survey/result/127889/current>

Governors **NOTED** the results were largely positive.

b) DASHBOARD

Governors **NOTED** the dashboard content and the headline figures therein.

JB asked what confidence there is in the robustness of the Staff Typicality figures which showed that 47% of teachers were graded as Grade 1 (excellent). RW confirmed that the judgements were checked in a number of ways; External validation from David Scott who had visited 3 times and his findings had supported the judgements. The Sutton Alliance had strongly agreed with the judgements on 2 visits. Also, the SLT completing Learning Walks benchmarked each other. JB suggested that more paired learning walks take place.

JB asked that the previous results be included in the dashboard in order to make it easier for Governors to monitor movement in performance. RW confirmed he has had discussion with OHCAT to include year on year comparisons on the dashboard.

Action: For future meetings, clerk to include previous period’s dashboard to enable comparison.

NMc left the meeting at this point.

c) OUTCOMES FOR PUPILS

Governors received a presentation onscreen from RW and NT on how the school was measuring progress for pupils, what good progress was and how it was evidenced. The school scores progress in line with Ofsted grading for each student across a number of measures. An overall score for each student is arrived at which is used to inform interventions for improvement. A series of data sets with graphic illustrations is output from the tracking to monitor performance across a range of categories including gender and pupil premium in order that any gaps can be identified.

JB asked if the accreditation tracking for students should include a target grade. RW said that students are baselined against the expected outcome for the pathway they are on. RD asked if there was any external benchmarking available. RW said that as a special school there is little benchmarking data available and the ability of the students was so broad it wouldn’t be helpful.

SBU asked if a drop in attendance due to hospital appointments would prevent a student from achieving a good grade. RW confirmed that whilst it would have some impact, performance across all of the measures would determine how well they scored overall.

RD commended the huge amount of work undertaken in setting this up which is very clear and comprehensive and not something seen at other schools.

JB considered how to take this forward as there isn't another meeting on outcomes this year. JB said he would visit the school again before Christmas once more measures were populated and drill down into the data prior to reporting back to Governors at the next meeting.

JB asked for a 2nd total to be added that just looked at the academic aspects i.e. accreditation and standardised tests. Also that the Classroom Monitor data for English and Maths be merged with the reading age data to give an overall position for English and maths.

Action: RW to email questions submitted by governors to the clerk, for addition into the minutes, to be dealt with at the next meeting.

Action: For next meeting, RW will circulate the Ofsted bullets for teaching, learning and assessment, and invite challenge in those areas.

d) SCHOOL WEBSITE

Governors **NOTED** the Business Development and Marketing Portfolio Report and previous discussion under matters arising. SBr advised the next project will be to update the school prospectus which should be completed by Easter. The school is working with a Senior Learning Leader who will manage the prospectus and website.

10. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

JB visited the school on 12 November 18, further visit planned prior to Christmas break.

Action: JB to draft report on 12 November visit and visit to be undertaken prior to Christmas.

a) TEACHING AND LEARNING

Governors **NOTED** verbal report from RD who works part-time at the school.

RD reported she was happy that lots of actions had been progressed from the previous report. There is a need to liaise with LC on the accelerated reader programme for pupils with low literacy skills.

The new ASD class is a challenge for the school. Staff training has happened and the impact should start to show in next Learning Walks.

RD has observed evidence in several classrooms on improved social stories with good evidence of effective training. JS said this shows impact of the change in ways therapist are working in classrooms.

JB expressed concern that none of the portfolios cover student progress and asked if it would be possible to change the portfolio categories, to align them with the Ofsted inspection areas:

JB also asked if it would be possible to redesign the template form to add the Ofsted “outstanding” criteria for each area, so the governor could report against them. If that were agreed, governors would then reallocate the portfolios.

Action: RW to raise this with OHCAT and report back to JB by email.

SBu confirmed that the new defibrillator was funded by a charity so no cost to the school. RW thanked SBu.

b) HEALTH AND SAFETY, CHILD PROTECTION AND SAFEGUARDING

Any matters covered under other agenda items

c) HR AND ORGANISATIONAL DEVELOPMENT

There was a focus on induction and on safer recruitment. Teaching Assistant induction came out very strongly, less so for teachers but far less turnover in teaching staff and TA often new to working in a school so extra rigour appropriate.

d) GOVERNOR TRAINING AND DEVELOPMENT

Governors agreed that Governors Conference on 12 October was very useful.

11. PAY COMMITTEE RECOMMENDATIONS

Governors **AGREED** the recommendations arising from the Pay Committee.

12. SAFEGUARDING – KEEPING CHILDREN SAFE IN EDUCATION 2018

Governors received verbal report from HM updating on the main changes to the statutory guidance, as follows:

- Greater emphasis on vulnerability of certain student groups: LAC, SEN, Post-adoption. HM confirmed all students in those groups are receiving additional support
- Change connected to Prevent, particularly around where children congregate independently, which is more appropriate for mainstream, as this school’s students are largely not independent and have high levels of trust in staff and so tell them everything. No strategy is in place yet but certain behaviour is contextual and some students do hang about an empty house nearby.

Action: School to check if there is anything more they can do in this area.

JB asked for confirmation that all staff had read and signed KCSIE. HM confirmed they had and all SLT are DSL other than our newest member.

SBu gave some feedback from David Scott's presentation at the Governors Awayday,

Action: Safeguarding Lead Governor to follow up David Scott's suggestions at next portfolio meeting.

13. POLICIES AND PROCEDURES

Governors NOTED the Policies and Procedures listed approved by the OHCAT Board

Administration of Medication and Prescribed Substances in College
Admissions Policy
Charging and Remissions Policy
Data Protection Policy
Disciplinary Procedure
Equality & Diversity Policy
Grievance Resolution Procedure and Guidance
Health & Safety Policy
Pay Policy
Positive Behaviour Policy
ACADEMIES Positive Behaviour Policy
OHC SEND Policy
Supporting Pupils in Schools with Medical Conditions Policy
16-19 Bursary Policy
Anti-Radicalisation Policy
Assessment and Examinations Policy
Asthma Policy
Critical Incident Business Continuity Plan
Delegation of Duty Policy
Information and Records Retention Policy
Safeguarding Supervision Policy

14. ANY OTHER BUSINESS

Action: School to redact pupil and staff names from future LGB meeting papers.

15. DATES OF FUTURE MEETINGS

Governors noted that meetings would take place on the following dates:

- Tuesday 5 March 2019 at 4 pm
- Tuesday 11 June 2019 at 4 pm.

The meeting closed at 5.53 pm.

Signed: _____ Date: _____

Jamie Bean, Chair, Local Governing Body

SUMMARY OF ACTIONS		
Item 1.	Meeting agenda - The Clerk to add name of those expected to attend at top of the agenda	
Item 7v	Governor visits - Governors will look at PDBW and Sixth form - 5 March 2019 and Leadership and Management to be covered 11 June 2019	
Item 7vi	Recording of homophobic bullying - Check at next meeting that incidents were being recorded appropriately	
Item 7vii	Website compliance - SBr to share the compliance checklist with Governors	
Item 9d	Dashboard - Clerk to include previous period's dashboard to enable comparison	
Item 9c	Outcomes for pupils - RW to email questions submitted by governors to the clerk, for addition into the minutes, to be dealt with at the next meeting. Teaching & Learning - RW to circulate the Ofsted bullets for teaching, learning and assessment and invite challenge.	
Item 10	Governor Visits - JB to draft report for 12 November visit and visit to be undertaken prior to Christmas	
Item 10a	Portfolio Categories and template - RW to raise requested realignment to Ofsted themes with OHCAT and report back to JB by email	
Item 12	School to check if there is anything more they can do to safeguarding students hanging out in an abandoned house near to the school.	
Item 12	Safeguarding Lead Governor to follow up David Scott's suggestions at next portfolio meeting.	
Item 14	GDPR compliance – school to redact all staff and student names from LGB meeting papers	