



**MINUTES OF THE CAREW LOCAL GOVERNING BODY MEETING HELD ON
3 MARCH AT 4.00PM**

Members: Jamie Bean (Chair) – JB
*Kirsty Cottrell (Vice-Chair) - KC
*Rob Watkins (Principal) – RW
Stephen Brooks (Staff Governor) – SBr
*Sandra Butcher (Parent Governor) – SBu
*Michelle Debique (Governor) - MD
Ruth Duggan (Governor) – RD
Jo Lewis (Parent Governor) - JL
Helen Morris (Vice Principal) – HM

Also present:

Joe Shepherd (Head of Upper School) – JS
Lucy Davey (Head of Lower School) – LD
Natalie Taylor (Head of Middle School) – NT
Allison Grainger (Director of Skills for Life Curriculum) – AG
Mike Wood (Director of STEM) – MW
Louise Cooper (Director of English and Literature) - LC
John Davey (Director of Student Support)
Sarah Brooks-Watson (OHCAT Management Accountant) – SBW
Lisa Jewell (Clerk) – LJ

*Denotes absence

1. APOLOGIES FOR ABSENCE

Apologies were received from Sandra Butcher, Kirsty Cottrell, Michelle Debique, and Rob Watkins. The LGB consented to their absence.

2. WELCOME AND INTRODUCTIONS

JB welcomed everyone to the meeting and introductions were made.

3. DECLARATIONS OF INTEREST

There were no new declarations of interest.

4. CONSTITUTION AND APPOINTMENTS

Noted that Jamie Bean and Kirsty Cottrell have been appointed Chair and Vice-Chair of the LGB for the academic year 2019-20

5. MINUTES OF THE LAST MEETING

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

6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Governors noted that these matters had been actioned. Governors discussed some matters further:

- i. Governors noted that pathway information would be included in letters to parents each year, and staff members added that pathway setting is open to discussion with parents at all times.
- ii. HM provided a verbal update on CLA children in the school, saying the data supported these students' making at least good progress. JB asked about the action being taken to ensure that these children receive merits and praise.

Action: JB asked to look at CLA data at the next meeting

7. FINANCE AND FUNDING

Governors received and **NOTED** the Management Accounts Report presented by SBW. Comprehensive notes to the accounts were provided on page 4 of the management accounts, but in summary SBW confirmed that the budget was on target. She highlighted the extra funding coming in from the increased numbers on roll, and that this was required for additional staff. Additional therapies had been bought in, and funding for trips to Jamie's Farm provided. Any available money is spent on providing additional support for pupils.

Governors asked about plans to update the buildings using reserves and heard that this was currently being discussed with RW. Governors were concerned about the recent incident when a brick fell from the external wall fell onto a pupil and noted that a surveyor had carried out a risk assessment since that incident. It was made explicitly clear to the Governors that this wall was not part of the main building; this is a wall at the edge of the field. The wall has since had a security fence placed around it at a safe distance, so no staff or students can gain access.

Action: RW to send results of the surveyor report.

Governors discussed the proposed restructure to the SLT and asked SBW to confirm if money from reserves was to be used for this. SBW responded that the restructure was in the budget and had been when it was shared with Governors the previous year.

Governors asked SBW about the 3-year financial projections. SBW said that she was working on these at the moment and agreed that she could send to the Governors when completed.

Action: 3-year financial projections to be sent to Governors

8. A) PRINCIPAL'S REPORT

Governors received and noted the Principal's report. Governors asked for more details on the incident in which a staff member's arm was broken and noted that this happened when the staff member intervened in a fight between pupils. The member of staff is recovering well, and a plan has been put in place to manage the behaviour of the students involved. As always, the incident was logged on our Health and Safety system and a RIDDOR report completed.

Governors then asked for further details of Positive Handling Training for staff and noted that this training is ongoing with 15 staff trained at a time. Governors noted that the school was careful to manage which staff worked with high need students and that staff were also trained on de-escalation strategies

Action – The Chair asked for the CPD plan for Positive Handling training for additional staff.

B) CURRICULUM DEVELOPMENT

JS gave a verbal update on curriculum development for the upper school. He described the current and new options on the Sixth Form curriculum:

- PE
- Art / Photography
- Work Experience
- Sports Coaching
- Catering
- Nightingale Farm
- Mechanics/Construction
- Hair and Beauty
- Performing Arts
- Digital School
- Work Experience
- Skills for Life
- English and Maths
- BTEC

C) SAFEGUARDING AND WELLBEING OFFER

HM presented her report on the Carew Safeguarding and Wellbeing Offer. She asked Governors to note that a high number of Carew children receive interventions under this offer, and that a lot of the School's work in this area is outstanding. Governors noted that Helen Morris is the Mental Health Lead, supported effectively by Nicola Lim who leads on the Mental Health Trailblazer project and Lucy Davey who has completed the Mental Health First Aid Training.

HM confirmed that the Trust's Safeguarding Lead visits the school termly. The single central record is updated internally as required and checked each half term both internally and by the Trust.

D) DASHBOARD

Governors noted the dashboard content and the headline figures therein. Governors discussed the dashboard and asked if it could be adapted to show anonymised data for all pupils across all metrics. This would not be a "strategic" view of the data, and ask such the dashboard will not be adapted. It is important the Governors view high-level trends in the data, rather than specific pupil data.

9. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

a. Portfolio management

i. Ethos, Vision and Strategy

JB explained that he had a specific portfolio visit as he had spent a lot of time in School related to the recent OFSTED inspection. He congratulated all for the outstanding result and commented on the glowing report produced by the inspectors. He highlighted the pressure that had been placed on the middle leadership team and how well they had done, but also emphasised that it was a team effort, and all should feel pride in the result.

JB said that his next visit would concentrate on the next phase of development.

ii. Teaching and Learning

Governors noted the two reports. RD updated her report by informing governors that a careers fair was due to be held later in the term, and that the Trust sent its HR staff to help with interview experience for pupils.

iii. Health and Safety, Child Protection and Safeguarding

Governors noted the report

iv. HR and Organisational Development

Governors noted the report and agreed to discuss the proposed restructure of the SLT in the confidential meeting.

v. Business Development and Marketing

Governors noted the report and commented on the impressive amount of money raised by the Christmas Shopping Event, and that they liked the postcards that had been sent out following the outstanding OFSTED result.

b. Other visit reports

None

10. GOVERNOR TRAINING AND DEVELOPMENT

Governors asked the Clerk to report back on the following issues:

- Governor Attendance – request for data and monitoring
- Governor Training – is there on-line training available?
- Targeted information for Governors on GovernorHub – Governors noted that there was a lot of useful information on GovernorHub but asked if they could be signposted to the most relevant information.

Action: LJ to discuss with Susanne Wicks

11. OHC&AT POLICIES AND PROCEDURES

Governors noted the policies and procedures approved by the OHC&AT

12. OHC&AT GOVERNANCE DOCUMENTATION

The OHC&AT documentation was noted

13. GOVERNORHUB

Governors discussed access to GovernorHub – individual members require further log in information.

Action: LJ to pass this information to Susanne Wicks

14. ANY OTHER BUSINESS

None

15. DATES OF FUTURE MEETINGS

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

- Tuesday 16 June 2020

16. CONFIDENTIALITY

There are no confidential items.

The meeting closed at 5.00 pm.

Signed: _____ Date: _____

Jamie Bean, Chair, Local Governing Body

SUMMARY OF ACTIONS		
Item	Action	Allocated to
6	JB asked to look at CLA data at the next meeting	HM
7	RW to send results of the surveyor report.	RW
7	3-year financial projections to be sent to Governors	RW
8A	The Chair asked for the CPD plan for Positive Handling training for additional staff.	RW
10	Information on Governor Hub – access and information requested Data on Governor attendance requested Information on Governor virtual Training Requested	LJ