

OCKLYNGE LOCAL GOVERNING COMMITTEE
5 P.M. TUESDAY 13 MARCH 2018 (POSTPONED FROM TUESDAY 27 FEBRUARY)

Minutes of a meeting of the OLGc held at 5 p.m. on Tuesday 13 March 2018

1. Attendees: Gareth Baker (GBa), Carole Bradbrook (CBr) Co-Chair, Di Clarke (DCI), Huxley Knox-Macaulay (HKn), Bill Roddick (BRo), Anne Wardle (AWa) Co-Chair, Jessy Wilson (JWi) and James Woodward (JWo)

Others present: Tracy Comfort, Executive Business Manager (TCo) for item 6 and Di Hicks (DHi) - Clerk to Governors for minutes

2. Apologies: Jon Reynard (JRe) unwell

AWa thanked governors for carrying out their school visits and submitting such thoroughly written reports for the meeting; she really appreciated the effort.

3. Declarations of Interest: As parents of children at Ocklynge School: Gareth Baker, Bill Roddick, Jessy Wilson and James Woodward.

4. Minutes of meeting held on 15 January 2018: these were approved as a true record of the meeting and signed by AWa as Chair.

5. Matters arising: From the minutes not addressed within the agenda were those waiting action by JRe who was not present at the meeting.

Action: AWa will request an email response to the OLGc on those outstanding matters as soon as possible.

6. Finance report: (*Please see report for full details*) TCo was reporting on the budget which had been presented to the Trustees recently. Although the Trustees had a statutory role on finance it was right that all governors were aware of the budget details concerning Ocklynge. TCo had been very busy with the budget and finance work, HR matters, setting up systems and work on the SCR with LBA. Ocklynge budget will run 9/12th of the year 1 December to 31 August compared to Ratton's whole year budget. Ocklynge's was a very tight balanced budget with a small reserve of just under £10,000 though this needed to support a support staff April pay award ranging from 9% - 2% which was under consultation and could cost £12,000. TCo continued to meet regularly with HKn and JRe on HR and budget matters on the operational side.

As part of being a MAT both schools needed to contribute a top slice - 3% Ratton, 5% Ocklynge. This will be for joint MAT costs - i.e. training and other services and executive staffing costs, and will be a notional figure only for Ocklynge. TCo referred to the income page of the report for the breakdown of income; the GAG budget had already been received for September, months ahead of mainstream as an academy. It will be about £34,000 down on the current full year for Ocklynge,

mainly due to the loss of pupil numbers, however, admissions numbers were increasing for the current year.

AWa queried when the figure from the LA will be known. TCo confirmed that there will be no money coming to us included in her figures because of the element of £35,000 spent previous to the MAT. This amount was now allowed for in the budget i.e. we have to pay for the oil now in the tank previously purchased. However the LA still owes us £45,000 promised for the roof work which will be ring-fenced but help with cash flow.

HKn emphasised the large amount of work undertaken by TCo to put the school in budget with very careful planning. This would also allow us to maximise what we can do with the income, using the resources and available space, i.e. swimming pool, income from before and after school clubs, so realistically making the MAT secure. TCo was preparing a 5-year budget monitoring system so she will know what increased awards will look like in any of those years. It will also help with deciding on the CPD budget and decision-making.

To a question TCo confirmed that the school fund was separate from the 'Friends' money as a charity and that she was making sure access to all the grants was investigated. A discussion took place on universal credit and PP monies but it was confirmed that universal credit won't have an effect on PP, estimated to be £75,000. It was questioned how we can encourage those parents with children with PP needs to apply for free school meals and TCo assured the committee that everything was done to encourage parents to do this in a sensitive way.

There was a suggestion that each governor should focus on 2/3 budget measures so they can monitor them. However it was advised that it was better that each governor take responsibility for their allocated role and they could then observe the corresponding budget entry for that item i.e. DCI with PP, SEND etc. rather than getting involved in a lot of budget monitoring.

7. Headteacher's report: *(Please see the presentation to be circulated with the minutes along with the Data Pack circulated)* In JRe's absence HKn introduced the presentation.

The presentation was looking at achievement specifically tied in with the data pack which should provide clarity about key information. Emphasis was on the top KS2 Yr6 showing expectation outcomes (compared with 2017) were moving in a positive direction and wanting to reflect and develop progress and quality of teaching interventions. All the information obtained was amalgamated but it was thought this might not be forensic enough for each pupil.

It was important to be able to measure progress to give clear information with improvement in attainment in line with data and target tracker so that -1s and -2s combined score get over the threshold for reading and maths.

There were some unsurprising patterns which need to be addressed on key groups, i.e. some national patterns i.e. boys attainment, gaps between PP and non-PP in reading and writing elements and we are checking on thresholds.

Governors wished to know how PP funding was being deployed and it was confirmed that for resources and trips and pinpointing plans and intervention for these vulnerable pupils, especially Yr4 boys. Yr5 showed a different set of outcomes and it was important to close the gaps in primary to avoid gaps later opening up in Yrs7,8,9 in secondary. PP children experienced a variety of risks/reasons and anxieties. It was important to address these across the whole school. The data provided showed there were stringent actions being taken in Yr6 but it was felt less so in lower years currently. It was important to gather information from a range of sources as all data systems have weaknesses. The combined figure currently predicted was 57% (Reading, Writing, and Maths) and last year it was 48%. If the target predictions were accurate, there could be outcomes of 60% plus.

Question on interventions - they were not a substitute for good T & L. JWi confirmed that these were common 4 years ago but had not been used until recently. It was good that creative ideas are being done to support the interventions, i.e. half term working, working on non-working days right through to in-class interventions, mock SATs and gap filling.

Question on the recording of good intervention, HKn confirmed it was observed and visited later to assess if it was having an impact, if not the decision is made whether to continue or reshape it so recording gives us analysis and a template for the future.

To a question on what support there was for advanced groups, they are given aspirations and planning in lessons should address/support children working at greater depth.

The tracking mechanism was questioned and how it changed through the year with Yr6 emergency measures. HKn reported that moderation was happening with other schools and would continue. There needs to be more involvement in Yrs4/5/6 so by Yr6 everyone was clearer on the same system. There was an aim to look at standards expected in each year with benchmarks so staff become more confident with the standards. This supports training and can support families, particularly for the most vulnerable children.

The SIP Report by Lindsey Diamond (LDi) was discussed (*circulated previously*) with a specific brief Yr6 progress. The criteria for key areas were not met but it was hoped that on her third visit next Thursday she will see progress has been made though nothing in her present report was disputed. The approach both inside and outside the class had changed since her last visit on 26 February. LDi was making two more visits before SATs and a longer gap between visits post-SATs. LDi was clear what she wants to see on her visit and although all the work has been done it needed to show impact. JWi felt progress was there but not generally on target tracking. It was hoped that there would be a better judgement with regard to improvements made.

Action: JRe/HKn to update governors on the SIP visit on 15/3/18

8. Safeguarding report: AWa had circulated the reports prior to the meeting which had been completed by SBe and AWa. Safeguarding which covered a huge

remit including record-keeping and staff training, and was confirmed as work in progress as there were still a lot of questions to answer. The work on the SCR with LBa had made a huge difference. AWa and SBe have done the SCR training and this will be discussed tomorrow at a meeting with CBr, LBa and DBn. The SCR needed to be 100% accurate and kept up to date in the future. Safeguarding issues concerning 'before and after school' had now been signed off as 'good progress' but will also be checked by AWa. From a recent conference HKn attended and from Ofsted, safeguarding not only has to be sustainably compliant but embedded in the whole school ethos. The next challenge was contractors' compliance and their DBSs, the culture around recruitment, revamped processes, insisting on 2 references; these couldn't always be found on file. Safeguarding was always raised in SLT meetings and gaps need to be addressed. Induction packs were now in place with safeguarding matters highlighted.

It was confirmed that pupil and parent surveys had now been circulated to check how safe pupils feel and the results will be reported to the OLG. On recruitment it had come to light in interviews that staff who had worked overseas needed retrospective risk assessments and overseas enquiries to ensure safeguarding. This was the same for DBSs for teachers and other staff who had worked overseas. SBe will be investigating these anomalies.

AWa reported that every safeguarding governor is issued with a checklist from ESCC and she has been working through it with SBe, i.e. particularly that appropriate policies were in place and a strong focus on accurate record-keeping.

Action: AWa will circulate the safeguarding checklist with the minutes for all governors to read.

AWa confirmed that from a safeguarding perspective she had had to prioritise the urgent matters of compliance. The school was now looking at procedures for dealing with accidents, reports, medicines and conducting an H & S audit. Liz Hylands, Senior Administrator responsible for H & S at Ratton is going to assist with this task. She confirmed that all governors needed to have all aspects of safeguarding on their radar.

9. Governor Visit reports: *(Please see reports circulated for full details)*

Behaviour and Attendance: JWo and GBa

- Lateness now being fully investigated and results analysed, followed up with parents and if appropriate, escalated further.
- New behaviour policy and systems in place. Tracking data on an existing SIMS system used at Ratton was suggested.
- SLT rota still needed some work but their support was more consistent. It was the messaging system relying on staff in their rooms in front of their computers that needed looking at. In general teachers felt that support had improved and they felt more empowered. The possible use of a walkie-talkie system was mentioned.
- Behaviour mentors system was working well.
- It was felt that the reward system should be extended beyond dojos and golden time. Postcards used in Ratton seemed to be tangible and appreciated.

BRO suggested that JWo and GBa do a tour of the school on their next visit to get a feel of child behaviour.

TL&A: BRO

- Reported on 1 hr. meeting with JCa and SKn around the school, the report written on facts.
- Reported that there was still inadequate progress, though recognises there may be systems happening but no impact seen yet.
- Still concern with Yr6 data being accurate.
- Rag-rating for the milestones not accurate, a lot of items green and yet not shown as green; BRO still needs a conversation with JRe about this. In response HKn reported that JRe was working on an updated version at present.
- Still an issue about school data unable to report progress data when in target tracker and the relationship with the different method sheets was inconsistent.
- Teacher's still requiring improvement might need a sharper edge to the support being received.
- In general, BRO experienced a good feel in the classrooms he visited but found some low level inattentiveness.

Action: reporting progress against milestones, need to see accurate picture - working sheets needed to be resolved.

- Progress data, need to know it has improved and moving to good.
- Need to know which teachers needed more formal support arrangements, needing to develop capacity across the MAT. In response HKn reported on current teacher figures determined with JRe and JCa as 55% good plus, 42% R1 and 33% currently inadequate in support plans and making progress. They are looking at those R1 colleagues using the Ofsted schedule on challenge: 4 colleagues by the end of this term should be moving into consistently good, that would take us to 70% good plus so numbers moving in the right direction. It was a platform for improvement.

HKn shared BRO's uncertainty around target tracking but it was the system in use and it would be a strategic decision whether it needed remodelling. The challenge was getting all the teachers immersed around the new curriculum. Tracking may help them to develop but it needed something concrete as a starting point for moderation, producing information quickly. Teaching staff have been flexible with working with it but questions will need to be asked.

HKn referred to leadership capacity, especially the 8 middle leaders, they do a great job but need developing as they are often working in an isolated way at present.

PP: DCI

The meeting was to check everything was in place. No outcomes, nothing to measure and it will need time. Concern that the data pack only shows term 3. The PP gaps bigger than we would like, however, they looked less on the current data pack. Perhaps it needed a lot of data analysis beginning of term 5, in order to have a better picture at the next meeting.

PP statement on website still not fit for purpose. It needs success criteria and milestones - the 18/19 evaluation being blank; it needed filling in more than once a year. The document should be updated regularly. SBe had written a PP RADP and DCI asked for this to replace part of the statement on the website. SBe had sent it to JRe about 2 weeks ago and asked for it to be agreed but hasn't been done so far.

Action: AWa to follow this up.

SEND: DCI

DCI repeated her concerns as for PP. SKn and JRe said it would be more integrated on the rapid action plan but DCI was not sure when this would happen. SEND figures were shown on the data but no space to complete the gap though figures implied there would be a gap. DCI suggested looking to other schools around assessment levels and better tracking systems, perhaps at Pevensey where JCa works.

Premises and H & S: JWi

JWi met with CBy and discussed the type of matters to look for with caretakers, i.e. fire alarms.

- JWi discovered that fire evacuations were done but never a lock-down. SBe went round checking doors and locking us in. It worked for reception but once in reception anybody can move around the whole school.
- Defib. training was suggested for staff.
- A general reporting system to caretakers was required.
- A termly report on accidents to be organised for JWi.

To be considered

- A Crisis Management Plan and training for the team.
- Joint contracts with Ratton on utilities to save money.

Regarding future governor visits, AWa informed the committee that paperwork for the next meeting on 8 May will go out by 1 May with the agenda so please ensure visits are made and reports written by 24 April in order to give time for those reports to be checked by SLT, AWa and the Headteacher before 1 May.

10. Policies: AWa reported on the policies:

Safer Recruitment: This will be a MAT policy, the responsibility for the Trustees in future. In the meantime the policy submitted was a Ratton policy with the school named changed. It was agreed to use this until it comes up for renewal in March 2019 when it will become a MAT policy across both schools. This policy needed to be put into standard format with a new front sheet and page numbers. The Committee agreed to ratify this.

Agreed

Teaching and Learning: Initially this seemed to be a rather long document. However the T & L group had put a lot of work into it and it had been well thought out. Some formatting changes were required and a new front sheet. AWa asked for it to be ratified.

Agreed

There were suggestions that more volunteers could be used in school to maximise resources. However there were safeguarding issues with volunteers and it would have to be considered very carefully at the appropriate time.

11. Training update since the last OLG:

All inductions had been completed.

Safeguarding online Certificates had been received from:

- Gareth Baker
- Carole Bradbrook
- Jessy Wilson - training done but certificate still required - JWi will look for it and forward to DHi
- Anne Wardle

Safeguarding update:

- Carole Bradbrook and Anne Wardle

Single Central Register

- Anne Wardle

Understanding Primary Data

- Gareth Baker
- Anne Wardle
- Carole Bradbrook

KS4 Performance Measures

- James Woodward

Managing Allegations:

- Anne Wardle
- Carole Bradbrook

KS4 Performance measures

- Di Clarke
- Rose Godfrey

12. New date of next meeting: Note the original date had been rescheduled to **5 p.m. on Tuesday 23 April 2018, this will now be held on Tuesday 8 May** to allow governors to visit and write reports.

There being no further business the meeting finished at 7.15 p.m.

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Chair of Governors