

OCKLYNGE JUNIOR SCHOOL
FULL GOVERNING BODY
WEDNESDAY 15 NOVEMBER 2017

Minutes of a meeting of the Directors of the above named school held at 5 p.m. on Wednesday 15 November 2017

1. Attendees: *Governors:* Carole Bradbrook (CBr), Marcus Cherrill (MC), Chris Clark (CC), Andy Gietzen (AG), Robert Harley (RH), Huxley Knox-Macaulay (HKn) and Bill Roddick (BR).

Other Attendees: Di Clarke - Ratton Academy Governor (DCI), Tracy Comfort (TCo), Business Manager Ratton Academy for item 6, Jill Fisher (JFi) - Finance Manager, Strategy and Schools ESCC, Claire Roberts (CRo) - School Improvement ESCC, Anne Wardle, Ratton Academy Governor, Di Hicks (DHi) - Clerk to Governors for minutes

2. Apologies: Nadine Ashford (NA), Jon Reynard (JRey) - unwell and Jill Rae (JR)

3. Declarations of Interest: None

4. Minutes of 14 September 2017 - several changes were requested by JF.

5. Finance update - (i) 1st para. Last sentence last sentences school finance is in as a robust position as possible, (ii) 2nd para. place orders and make payments once authorised, (iii) last bullet cover exploring the alternatives; (iv) sentence before action: 6 schools in an unexpected position as is Ocklynge. Once these have been made the Chair will sign them as a true record of the meeting.

5. Matters arising:

- JF confirmed that JRey/KH had supplied information on staffing as requested.
- The SCR check was due to be done by JM but following the meeting on 14 October she resigned. CBr had stepped in as a trained safeguarding governor and carried out a safeguarding visit, her feedback form will be discussed in Item 9.

6. Finance update - (no papers were tabled)

6.1 Update from the LA: JF introduced this item. The LA wanted to ensure the position is robust for conversion into the Trust. At the point of conversion £75,000 deficit would remain with the LA. This figure is more likely to be £54,000 at the point of conversion with the end of the financial year figure at £83,000, the portion December to March possibly with a £29,000 deficit. If this changes by offsetting, any carry forwards will go to the Trust, not retained by the LA. Offsets (£54,000) include insurance claims £25,000 and the estimated balance in the school fund £18,000. These will reduce the £54,000 and we will be making some adjustments pro-rata 4/12 and 8/12. No portion is ring-fenced and any income in advance i.e. breakfast and after school clubs, would remain in the school fund. On the point of conversion

Ocklynge won't have any assets and there will be a new set of Trust accounts allowing 4 months to close down the present accounts. TCo is currently working on capita and SIMS, overseeing FMS to get a better deal through the school structure.

JF thanked Karen Hurrell and Sarah Stiles, finance staff, who have been outstandingly helpful to the LA and for keeping things going during this difficult period.

6.2 Update of weekly finance meeting: HKn confirmed they had been very helpful, with open honest discussion and the opportunity to make immediate decisions.

Action: weekly meetings with JF, TCo, HKn, JRey to continue

7. Headteacher's report - (*please see both reports and presentation for full details*) JRey had circulated his report and the RADP update. HKn, in JRey's absence, delivered a simple overview of what has been taking place during the last 4-5 weeks and some of the changes broken into all the key areas.

Leadership and impact: Following on from the School Review 11/12 October, we looked at our self-evaluation and acknowledged that leadership capacity needs to be a 3/4. A rapid review of leadership responsibilities had taken place to ensure all areas in the school were working: this included taking on colleagues to create and develop SLT.

TL&A and impact: The teaching and learning review on 11th/12th October was used to focus the work on improving teaching and learning. This has included:

- Establishing a development group to produce a new T&L policy
- Providing targeted staff development for T&L
- Work scrutiny to identify progress particularly for vulnerable students
- Lesson drop-ins or 'blinks'.
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Progress: This is about data, making sure we have all the data in. The format of data will be bespoke for Ocklynge and clear for anybody who wants to assess progress to support.

The next collection point will be slightly earlier than planned. During the last 2 weeks of term we will organise year based and individual progress meetings.

Behaviour and Attendance: By work done by current staff since the beginning of the academic year and comparing to term 1 16/17, attendance was up and there was a reduction in time out. There had been no permanent exclusions and less fixed term exclusions. There had been an impact in ethos, safeguarding, staff and student wellbeing and there was confidence that there had been an improvement since last year.

It was questioned whether anything had been done to identify the two classes where there were large discrepancies in behaviour figures. HKn will go back and identify responses to more challenging students/classes and how it influenced planning and intervention.

CBr felt there had been a positive start. Future LGCs will start looking at evidence from the work done and the impact that these changes are having.

Action: Progress on all areas to be tracked by GB

8. Safeguarding Update: Safeguarding will be on each agenda to ensure we are secure. *Also see CBr's item in governors monitoring reports.*

HKn reported that the confidential minute issue of 19 October was ongoing.

9. Governor Monitoring reports: *(please see reports for full details)*

TL&A - BR had met Cassie Palmer (CP) and Zoe Linzey (ZL) recently. He asked lots of questions on their plans, how they will tackle difficult situations and he felt very confident in their ability. They recognised the need for consistency across the school and the importance of keeping up the momentum. Both staff were aware of the importance of targets, systems and procedures to ensure comprehensive data is obtained. It was also thought very important to retain these staff in order that the work progresses. It would be helpful to speak to all pupils to try and make them understand the assessment system.

Behaviour - AG reported on great progress in behaviour strategies having met with SB and SK. There were still some pupils failing too many times and he thinks that more support was needed for the most challenging pupils. There had been useful training and staff were now much better at building relationships with pupils but some pupils still lacked the knowledge on the impact of bad behaviour. More information should be added to SIMS record keeping and more pro-active SLT support making ad-hoc visits to lessons across the school. Rewards were being used but the system was not embedded consistently. CR of the LA reminded the governors of the behaviour referral service they can offer. AG thought it had not been used last year and was not sure it would be required this year.

PP and SEND - CBr welcomed Di Clarke (DCI) to the meeting. As Ratton's PP link governor she had been asked to meet with Ocklynge's PP lead (Sylvia Berhane [SB] - in the post for 2 weeks) and SENCO (Sharon Knights [SK]) to help give a steer and establish progress on previous recommendations from Ofsted and the recent review. DCI thought it was a very useful first meeting and that SB and SK were very focused working on how to develop the strategies and systems in place.

A question on the PP budget was raised and JF confirmed the CRF national SEN budget was £197,260. It would be very helpful to have numbers and year groups of PP pupils.

Action: This to be included in data pack.

It was thought important to get this data system as a matter of urgency. It will give clarity on numbers, progress, monitoring and impact. It was reported that this information statement from the website last year had not been updated.

Action: PP as a standing agenda on the LGC.

DCI will meet SB and SK again before the next LGC meeting (*planned for Thursday 22 February 2018*).

Safeguarding - Following JM's resignation CBr had met with SB in order to get an overview of the safeguarding position at Ocklynge. SB was new to the role but has some experience. Concern was voiced by a governor that she had taken on a great deal of work. CBr discussed the helpful Safeguarding Compliance Checklist provided by the LA and worked through it with SB. It was essential to be guided by this checklist. A lot of work had taken place since the Ofsted report to get complete children's files into one central place. Staff training was discussed and the importance of keeping a log; this will be checked next at the next visit. Safeguarding is work in progress though lots of areas needing tightening up to make totally secure. The SCR needs work and LBa from Ratton may be able to advise on this in order to mirror the work done on both sites.

Policies will be dealt with separately but there was concern about the safety of pupils with medical needs, the nurse now having left the school and pool staff covering this post. Once the pool reopens how would that capacity be filled? It may be possible for Liz Hylands, the H & S officer at Ratton, to support and advise on risk assessments, health care plans and staff training needs on H & S. AG reported that pupil health care plans had recently been inspected but confirmation was needed on where these plans were held.

It was stressed how important it was for anybody becoming aware of a risk to report it to the DSL immediately.

Action: CBr - Any items on Safeguarding will be followed up at the next meeting

10. Academy/MAT Conversion and Governance: HKn confirmed that it was 90% certain that the conversion would take place on 1 December. There were some outstanding HR issues and he hoped there wouldn't be any further issues raised. The two sets of lawyers would confirm the final documents and the resolution would then need to be ratified. There were two parent and one staff governor roles available for Ocklynge and Ratton and correspondence were in hand to fill these roles. It was confirmed that there was only one community (previously co-opted) governor role on the MAT structure and the appointment for this role would be through the Board of Trustees members.

JF asked HKn to ensure that he communicates directly with the payroll team as appropriate and ensure the conversion team in the LA were kept informed. HKn confirmed this will be done.

11. Policies: The following policies were discussed:

- *Complaints procedures:* This is a **statutory policy** which may change on conversion. Wording was accurate. The front sheet was updated and page numbers added. **Approved. Next review November 2019.**
- *Charging and Remissions:* It was confirmed that if JRey was absent there were 4/5 people authorised to sign for a financial service. This will be a **statutory policy** under the MAT. **Approved. New review November 2018**
- *Child Protection and Safeguarding:* This was a county adopted **statutory policy**. The front sheet was updated with a typo and email addresses of the key contacts were added. The contents list was also amended to tie in with the policy.

Approved. Next review by 14 November 2018

- *Whistleblowing from ESCC*: CBr would like to see this policy used by Ocklynge.
Action: To be considered at next GB meeting.
- *Behaviour*: It was felt that this was 3 policies in one and would be better split into behaviour, rewards and anti-bullying. It needed work and tidying up. It should include mention of bullying by reason of race, culture, etc. Roles and responsibilities need listing in the policy so all staff were aware of their responsibilities. It should include clear flowcharts to support understanding. It should also overlap with Safeguarding.
Action: DHi to return it to SB to review and amend. This will be reviewed at a future meeting once updated (next meeting 14 December).

12. Training Update: CBr reported that she and AWa had attended their safeguarding refresher course last week. JWo had attended Understanding Primary Data with another 3 members already booked on to the same course. AG reported that he had done Safer Recruiting. CBr promised that once the LGCs are formed, each governor will have a training plan.

13. AOB: JF asked HKn for confirmation on the school fund as both sets of lawyers seemed to be holding different information, the lawyer for the LA defining the fund as a governors' fund. HKn will ensure with BJ that it is worded as the school fund and he will check on the working capital for JF.

Action: HKn to check with Browne Jacobson

Date of next meeting: 5 p.m. Thursday 14 December.

There being no further business the meeting finished at 8.07 p.m.

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Chair of Governors