

Barley Lane School Full Governing Board Meeting 9 (Part 1 Minutes)

Date / Time:	15 th July 2021 at 17.00	Location:	Microsoft Teams
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Attendees:	Initials:	Governor Type:	Arrival time
Raz Miah	RM	Staff	
Liz Shinn	LS	Local Authority	
James Martin	JM	Co-Opted	
Katrina Campbell-Crocker	KC	Foundation	

Attendees:	Initials:	Governor Type:	Arrival time
Dave Jones	DJ	Staff – Acting Headteacher	
Damian Furniss	DF	Parent (Chair of Governors)	
Helen Crossfield	HC	Co-opted	
Jenni Palmer	JP	Parent	

Sanctioned Apologies:	Initials:	Governor Type:

Unsanctioned Apologies:	Initials:	Governor Type:

In Attendance:	Initials:	
Helen Rimmer	HR	Clerk to Governors
Vicki Sessions	VS	Invited-BL Deputy Headteacher
Judith Ford	JF	Invited – BL Bursar
Carl Moore	CM	Invited – BL Behaviour Manager
Ben Wells	BW	Invited – BL teaching staff, data lead

Minutes To:
Full Governing Board

BL= Barley Lane

DCC=Devon County Council

GDPR=General Data Protection Regulation

SEMH= Social, emotional and mental health needs

KCSiE=Keeping Children Safe in Education

NPQSL= National Professional Qualification for Senior Leadership

PiRA - Progress in Reading Assessments For KS1 & KS2

FGB=Full Governing Board

PHSE= Personal, Social and Health Education

This was a virtual meeting using the Teams online platform.

Full Governing Board meeting 9_Chat_15 July 2021

All reports had been distributed to the Governing Board via the GovernorHub (secure online portal) prior to the meeting.

All present gave permission for the meeting to be recorded for the accuracy of minute keeping.

Meeting started: 17:03

1.1	Apologies & Business Interests KC had advised she would be late as she has a pupil meeting until 17.30. BW was also joining late, following another meeting. Item 2.1 was deferred, until he arrived.		
3.1	Proposed uniform price increase <u>proposed uniform price increase</u> JF reported that Angela Butler (BL teaching staff) had been looking at school uniform pricing. Prices charged have remained the same for a while and do not cover costs. AB has suggested price increases to at least break even for most items, except for the polo shirts, which under the proposal would be sold under cost price, but there is a need to keep the cost low for parents. DF said it seemed to cover the costs of the uniform, BL is not looking to make a profit from the uniform but also does not want to subsidise costs from other areas of the school budget. JP informed the Board that she met with JF and AB (and discussed the uniform proposal) during a governor visit. She said part of the proposal is no longer give out free uniform to new pupils but provide the 'starter bundle' at a lesser cost than if bought new. In response to a question , JP said new starters are usually given a new jumper and polo shirt. The proposal was to charge £10 (instead of the £19.50 full charge, under the new pricing proposal). Research has showed no other school provides free uniform to new starters. JP suggested that even if parents have a low income they could be asked to pay £5. JP recommended BL increase the uniform prices to the levels on the document provided. DF clarified that this is a break-even proposal with slight subsidy for new starters. He said this would have a small positive impact on the budget without having an overly onerous impact on parents' budgets. JM asked if the subsidy privileges new starters rather than [reflecting] who has the means to pay. DF said that at BL there are many new starters, many of which start mid-year. Most parents may budget for 1 uniform purchase per year, usually over the summer. If a pupil starts BL mid-year this will be an additional uniform cost so [a subsidy] would make this part of transition easier. The fact that new starters start mid-year needs to be recognised.		

	<p>All agreed to proposed new price increase as set out in proposed uniform price increase.</p> <p>JP asked the governors to decide whether the new prices start from September 2021 or January 2022.</p> <p>All agreed to implement from September 2021</p>		
3.2	<p>Increase to staff training budget</p> <p>JF reported that the staff training budget was looking 'quite tight' for the current year. JF reported that the budget had been affected by the receipt of a couple of invoices which were missed from the previous 2 years. DF asked if these were new, unexpected items or an underestimate. JF said there had been an invoice from 2019 that JF had not been aware of, which had been assumed to have been paid. It related to training that had taken place, so was a legitimate expense which had been approved. It had been missed off previous budgets. JF said she had sought advice from Susette Barrett (Education Finance Consultant, Babcock) and she recommended the expense was recorded as an overspend [on the budget line]. CM asked if the application for [his] NQSL funding will help the budget. JF said it does help but it had already been factored in.</p> <p>DF said if there is an increase in ongoing costs the governors would increase budget. If the increase is just historic, then he would agree with leaving as an overspend.</p> <p>JF said this creates approximately £5000 overspend but the budget overall is still looking positive. DF asked that JF leave the expense as an overspend, with an explanatory note. JF said this is what had been done.</p>		
3.3	<p>Photocopier quote</p> <p>Ricoh UK photocopier quote May 21</p> <p>JF informed the governors that the quote is to replace the photocopier machine in reception, the old machine can then be moved upstairs and school can keep, what will then be the 3rd copier free of charge. The new quote reduces costs by £11 per month. The governors understood this was the best value quote.</p> <p>DF requested that future similar financial issues are 'run past' JM, who is Finance Lead Governor, for JM to bring recommendations to the Governing Board.</p>		
3.4	<p>Finance Policy</p> <p>financepolicy2021 JM</p> <p>JM said the policy has been updated to show the changes to BL's Senior Leadership Team.</p> <p>The Board agreed to adopt the updated Finance Policy.</p>		
3.5 & 3.6	<p>Lettings Policy and Asset Management Plan</p> <p>JM updated the Board informing them that further progress on the Lettings Policy and Asset Management Plan is awaiting JF having office support in place. They will be looked at over the summer.</p> <p>ACTION – HR to ensure both these items are revisited in the Autumn Term.</p>	HR	Autumn Term 2021
3.7	<p>Business Continuity Plan</p> <p>Minute 5/9.1, DF said he was confident that a bomb cordon scenario is covered within the current Business Continuity Plan. No further action was required.</p>		
4.1	<p>Fire Safety Inspection Report</p> <p>Fire Safety inspection report CFR2288 July 2021</p> <p>HC reported that she had read the report and recommended no action was required. The only issue to note was needing more people trained.</p>		
4.2	<p>Health & Safety Audit Report</p> <p>Hands REPORT sent 17.06.21</p> <p>HC informed the Board that she plans to meeting with Jason McCarthy (BL, site-technician) and DJ to discuss both this and the fire safety report.</p> <p>ACTION – HC will arrange to meet JMCC in Autumn Term and report back to the Full Governing Board.</p>	HC	Autumn Term 2021

	<p>JF reported that all the 'red' Actions were complete, except the training, which [couldn't be carried out immediately]. JF said she will be working with JMcC on the 'amber' Actions over the school holidays.</p> <p>In response to a question from HC, JF said she is responsible for general Health & Safety and JMcC is responsible for the buildings' Health & Safety.</p>		
5.1	<p>Acting Headteacher and Staff Wellbeing</p> <p>DF said the day prior to the meeting, the highest level of covid in Devon, since start of pandemic, was recorded. So, school staff find themselves in another different situation [with staff isolating due to positive covid tests and self-isolating due to contact with positive cases]. In light of this, DF (on behalf of the Board) wished to thank DJ especially for the amount of work he has been doing.</p> <p>DF asked how everyone [working at the school] is and handed over to DJ; DJ said people are holding up, as they have to, they have to match the children's energy. He reported that morale has been dented, as a result of [the combination of] long-term sickness absence and resignations, then 2 losses [related to covid] daily this week.</p> <p>DJ suggested asking the other staff members present how things are impacting 'on the ground'. He was aware that there is a feeling of exhaustion. He expected the anxiety and excitement in the children to increase over the next week.</p> <p>DJ said BL has only had 3 positive Covid-19 cases in 18 months but in the last few weeks lots of staff have had to isolate.</p> <p>LS said that staff need to be aware that it is when people stop that they are affected and everything hits when the adrenaline goes. They mustn't forget that help is still there [during the Summer break] if they need it. DJ said staff are more aware than ever of where they can go for help, JF has shared information about the School Advisory Service and BL have had much more contact with Occupational Health than ever. He told the governors he will be having a discussion the following day and the next week to ask how to best support staff during this period. He said he knows there is growing anxiety around Covid-19, with pupils who should be self-isolating who aren't. Staff are nervous as they themselves or their family are vulnerable. Covid-19 is affecting morale and wellbeing the most as Devon encounters the current spike [in cases].</p> <p>CM said DJ's assessment [of the situation 'on the ground'] is accurate. CM said staff are only currently bringing Covid worries to him. He said he understands the worries over covid, as many staff have plans for the start of the Summer break which would be affected if they have to self-isolate.</p> <p>DJ said based on the staff currently isolating and taking tests BL may lose 4 more. He expressed concerns that this may bring too many challenges before the end of the term. If this [worse-case scenario] happened, he felt it may be difficult to maintain Health & Safety at the school. He told the governors that there were currently 33 out of the current 66 pupils in school. DF said BL have contingency plans in place. He said the governors agreed that the school staying open is preference but a few small Devon primaries have shut.</p> <p>VS said the main staff concern is that children that are meant to be at home self-isolating are not isolating they have been out in the community.</p> <p>On a positive note, VS wanted to share comments staff had sent her, saying how well DJ has managed the situation. The staff present at the meeting agreed, they acknowledged DJ is handling a lot whilst also taking on much of the workload of the Safeguarding Officer role. DF said he has had several messages from staff saying how</p>		

	much everyone has been doing but especially DJ.		
5.2	<p>Spending money from DCC, to thank staff for their work during the Pandemic.</p> <p>DF said that when the Governing Board last met (and planned to have an end of term staff social event (minute 8/12.1)) the pandemic situation was better than the situation the Board now finds. A [face-to-face] social event is no longer appropriate; it would bring extra risks to staff and may disrupt their holiday plans. DF proposed reviewing the situation again in the Autumn Term, when he would hope the pandemic situation will be better and the Board would be able to involve Michael MacCourt (BL's retiring Headteacher) and combine with a celebration of his time at BL.</p> <p>CM said due to the current spike [in covid cases] it is an extra risk he does not wish to take. The Board agreed to review the situation again at the start of the Autumn Term.</p> <p>ACTION – DF and the Senior Leadership Team to review the covid situation and consider whether arranging a social event is possible.</p> <p>DF said MM officially retires at the end of August 2021 MM has requested that any collection for him goes to a cancer charity, which he has selected for personal reasons.</p> <p>DJ said there are other staff leavers, who the team should focus on before the summer break.</p> <p>DJ said staff have 3 days training [using the inset days] in September. The final training day is 8th September, he suggested this may be a good day for a social event.</p> <p>It was agreed that for MM's collection, setting up a 'Just Giving' page would be best but it would need co-ordinating and a link to go other organisations (who work alongside BL).</p> <p>ACTION - DJ, DF and LS will work on setting up a 'Just Giving' page for MM's collection and communicate via email.</p> <p>Everyone agreed that spending the money from DCC would be good post-covid, with a preference for holding a social even at The Twisted Oak, due to it's outside provision, potentially either 8th or 10th September 2021.</p>	DF & SLT	Start Sept 2021
6.1	<p>GDPR</p> <p>GDPR leadGovernorDPO meeting</p> <p>HC had supplied her report from her meeting with the school's Data Protection Officer (DPO), Amber Badley (Firebird Data Protection Consultancy).</p> <p>HC informed the Board that she will be meeting with JF and DJ at the start of the Autumn Term, she will relate what she learnt form AB about her role in the school.</p>		
7.1	<p>Headteacher's report to FGB</p> <p>1. HT Govs reporting FGB 150721 (2)</p> <p>4. Full gov Anonymised PI 02.07.21AB15.55 GRADE 3 HIGH - Case study</p> <p>5. BLS Training Record 2020-2021 v2</p> <p>3. Summary of SIP BLS July 2021 v2</p> <p>3b. SG Map September 2021</p> <p>DJ said he felt there was now greater clarity over the <u>School Improvement Plan (SIP) priorities</u>. Updating the SIP has been supported by Diana Denman (Babcock LDP, Special Schools Advisor) and led diligently by VS.</p> <p>DJ reported that (as reported to the Pay Committee) there are currently open discussions taking place, pre-performance management, about TLRs and their remit and potential for restructure. With informal discussions on what this may look like, ahead of Babcock coming in during the Autumn Term to carry out DJ's appraisal.</p> <p>DJ hopes the open discussions will mean everyone is moving forward together with the previous discrepancies cleared up.</p> <p>DJ said the Covid Recovery Education Plan is at the fore. VS has worked on ensuring a balance between all the safeguarding required, versus BL being a school where</p>		

	<p>learning is taking place.</p> <p>Behaviour DJ reminded governors that CM is the behaviour lead. DJ said another special school had an incident which led to an investigation, this highlights how quickly an unforeseen event can happen and the team needs to be vigilant and do all can possibly do to prevent it.</p> <p>Personal Wellbeing and Personal development comes back to the curriculum and curriculum mapping, which is work VS is undertaking. VS has worked very hard on BL's curriculum offer.</p> <p>The dedicated PHSE lead (Alyssa Lee is already) working hard looking at addressing, ready for September, the latest KCSiE updates; peer on peer abuse and sexualised behaviours and language. DJ said it will be necessary to update many of the school's policies to include this.</p> <p>HC asked if governors in the past have joined staff for their annual safeguarding training. DJ said Babcock offer opportunities for training, DF said there are online training resources for the mandatory training[from a provider the school subscribes to]. Sometimes there is an invite for governors, as appropriate, to the in-school training.</p> <p>HC said that it is really good if governors can join staff for safeguarding training, as it shows staff that governors take safeguarding seriously and it allows governors to hear what staff safeguarding concerns are and the kind of issues they are addressing.</p> <p>DJ shared his screen with the others in the meeting, so the governors could see the 'safeguarding map' which will be up in the school hall and other places around school. He said this will help new staff to know what safeguarding looks like at BL. Adding that this is a supplement to the policies on the website.</p> <p>The governors thought this was 'good and snappy' and better than reading pages of text.</p> <p>DJ put the new 'SIP on a page' put on the share screen, another document which would be put up around school. DJ said [the version on screen] was not the latest version, as this is part of a piece of work VS is doing. DJ hoped the governors think the school improvement priorities are the right ones. DJ believed it followed on from Michael MacCourt's (BL's outgoing Headteacher) school evaluation but also moves forward.</p> <p>HC referred to the pupil premium grants section in HT report and asked what information will be on the school website, as governors need to ensure information on how the pupil premium money is spent is on the website. HC felt that the [pupil premium] information currently on the website was not clear and it would be better if it was closer to format to [the SIP on a page and Safeguarding map]. There was a discussion, HC said the Headteacher and the leadership team and staff make the decision on how the money is spent. DJ said the [children who qualify for the pupil premium] are supported by the money being spent on vocational courses, mentoring, specialised resources which are required to develop a particular talent. HC asked that this information is clearly shown on the website.</p> <p>ACTION – DJ to map out how Pupil Premium grant is spent to improve the clarity of the information on the website.</p>	DJ	Oct 2021
7.2	<p>Behaviour Behaviour overview Summer 2021 Summer 1 2021 indicators</p> <p>CM summarised the overview of behaviour data summer half term 2, to date; 12 in total serious incidents/ physical intervention, made up from 7 serious incidents and 5 physical interventions of various grading.</p> <p>Week 1: no recorded serious incidents</p> <p>Week 2: 2 serious incidents but no physical interventions</p> <p>Week 3: was a red flag, with 3 serious incidents, 2 holds/ physical interventions</p> <p>He informed the governors that in response to this the staff met as a group and</p>		

identified frailties; reduced operational lead from DJ as he was covering other staff so in response CM moved down from primary unit. But reduced presence from CM in the primary unit caused a spike in the primary unit. In response, CM and another member of staff moved to primary the following week which led to full improvement in the primary unit in ...

Week 4: 1 serious incident, downstairs

Week 5: 2 holds and 1 serious incident, not red flag but starting to feel pressure and covid spike starting to lead to pupils and staff isolating

Week 6: 1 serious incident and no holds so far this week, good considering current pressures.

DF asked if there was any single incident which the governors should be concerned about. CM said in week 4, an incident required scrutinising which led to needing to meet as a team, as there were questions to ask about abscond practice needed to be reviewed. Abscond procedure was blurred there had not been a phone call to the police about the seriousness of the developing situation, so CM had to challenge DJ and wider team to provide clarity. The outcome was that letters were sent to staff just to alert them to what the correct abscond practice is. The colleagues involved showed leadership and intuiting and best practice in keeping the pupil safe and free from harm with brilliant dynamic risk assessment. Their decision making was faultless but the investigation showed it should not have got that far. DF said this incident had been shared with him at the time and he was satisfied that ultimately it was dealt with appropriately.

HC thanked CM for the report and was glad to hear DF had been aware of the incident and was satisfied it was handled appropriately.

HC raised a concern about the holding children incident report which was circulated with the agenda. HC said although it was anonymised, she felt the level of detail was too much for the governors. HC felt the correct level of detail was the general numbers, as CM just reported. HC suggested that details of any really serious incident should just to be shared by the Headteacher with the Chair. HC expressed concern that this much level of detail could lead to the pupil being identified. DJ said it was his decision as part of the openness and transparency continues under new leadership he felt it was important to admit there were frailties in their practice. DJ said although it ended well the staff had needed to meet as a team and decide what to do differently or better. He wanted to let the Governing Board know that the incident had happened and they were being transparent. And he felt because of the nature and severity of the incident, it was important that governors knew what BL was dealing with at it's worse. He wanted the Governing Board to know the level of challenge and scrutiny the Senior Leadership Team goes through. DJ said he will take the comment on board and in future come to the Governing Board and describe incidents, if required, in a more discrete way. HC acknowledged DJ's response, but said she did not wish to see that much detail, adding that her concern is to protect the child. DF said the Governing Board has discussed the balance between transparency and confidentiality before especially as at BL there are only a small number of pupils. DF said he, as Chair and LS (vice-chair) and where appropriate JP (Safeguarding Lead Governor) normally received the detailed report, rather than detailed information coming to the whole Governing Board. But, individual events can give more insight sometimes. DF said need to seek to balance confidentiality with need to gain insight and understanding.

HR noted that previously the individual case studies were shared verbally by MM and the minutes did not record anything other than that a case study was shared.

There was a discussion and CM offered to make verbal reports to governors where required in the future and a case study would help. The Board agreed they would like to hear the anonymised case studies, where it is beneficial but felt the verbal report would be preferable so confidentiality not compromised.

LS said that during an Ofsted inspection the inspector could ask any member of the Governing Board, how can you be assured, for example, that the holding was used

	<p>appropriately and a written report for governors would be more helpful for her to understand and gain clarity.</p> <p>CM said his supplementary behaviour and incidents written report just shows incident and concerns and this does not show the detail of the incident, so could still be provided.</p> <p>JP also said she likes the written incident report, for example if an incident leads to an exclusion panel, this information helps in the most serious cases, so the Governing Board know how things are done in school.</p> <p>DF concluded that there is a fine line. In many schools they would not present even anonymised case studies but at BL it is necessary sometimes. Each report needs to consider the confidentiality of the family as well as the value the information would bring being shared with the Governing Board in addition to the details which go anyway to the Chair, Vice-chair and safeguarding Lead Governor.</p>		
7.3	<p>Teaching and Learning 2. KS3 English Curriculum Map 2a. KS3 Geography Curriculum Map 2021 2b. KS3 History Curriculum map 2021 2c. KS3 ICT Curriculum Map 2021</p> <p>VS reported that progress is being made with the curriculum maps. Key Stage 3 English is complete, each of the key stage 3 classes will study the same texts and topics at the same time. The synchronisation means that if/when children move class they won't be disadvantaged</p> <p>Primary English a rolling programme for the next 3 years has been put together. Geography and history, subjects and objectives have been put together, looking at accreditation once pupils reach Key Stage 4.</p> <p>ICT, an overview has been produced as a working document, trying to align with other special schools to allow for moderation – when the covid situation allows.</p> <p>Progress on the mapping has been slowed down slightly due to the lack of a safeguarding officer meaning staff have had to take on additional duties.</p> <p>In September the maps for all the subjects should be in place.</p> <p>The governors wanted to thank everyone for their hard work on the curriculum mapping.</p> <p>VS wanted to thank 'Laura and Mike' (BL, teaching staff) for their work especially on the English curriculum, particularly as they come from a primary teaching background. HC asked if there is an overall policy. Where is out intent, implementation and impact outlined?..VS replied that this is still a work in progress, but the completed documents will be in place in September 2021</p> <p>The Governing Board thanked both CM and VS for their contributions.</p>		
8.1	<p>Safeguarding JP school visit 290621</p> <p>JP reported that she visited the school on 29 June 2021. She ran through a Single Central Record (SCR) check with JF and spent time with DJ and CM.</p> <p>DF asked JP if she had any concerns and to share positives from her visit. JP said everyone was happy. She thanked JF for her hard work as the SCR was up to date, besides awaiting a few references [following the recent staff recruitment].</p>		
2.1	<p>Presentation on Progress Data</p> <p>The Governing Board welcomed BW.</p> <p>BW provided 2 documents (which the governors read before the meeting). Data 2019-21 Anon, is progress, (last year as pandemic didn't allow data presentation) so was 2 years of progress. Data 2019-21 Anon2, split the progress between the 2 years.</p>		

BW referred the governors to the 2nd document. He said as the purple represents outstanding and green represents good the so shows the positive impact of the decision, from February 2020 onwards, to prioritise the leavers and those taking public exams.

BW said that BL has an obligation to report to parents and carers on children progress every year. Usually this is done at the end of the summer term but this year they decided to change. As, for the Year 11 leavers, progress data is most useful at the time it can be shared with colleges and other further education establishments and future potential employers. This is at May half-term because this is their GCSE point. He explained that if the assessment is taken from July to July it would only be 4 or 5 half-terms but if run data may half-term to may half-term will be more accurate as a prediction for where pupils will be at the end of year 11.

Re-setting now, so 2021 data is only 5 half-terms of data (instead of 6). 2nd column is affected for this year and would be a little bit higher for most students. Going forward, once year 11s go after GCSEs, BL can begin transition to next year's classes from May onwards and in September will be more stable and organised. Hoped to start this term but the recent coronavirus spike has thrown the plans off.

The governors asked if taking the assessment point even earlier than May, perhaps end of the Spring Term, would mean there was enough time for those pupils just below [a grade] to be provided with an 'extra push'. BW said wherever you take the assessment point, always will have some of the cohort lagging their target who with an extra push could achieve their target. But he believes choosing May means it's possible to focus most specifically on Year 11s.

BW said the levels reported are the actual levels using assessment tools; for KeyStage 3 using; PIRA for English, PUMA for maths , for KeyStage 4 using; public exam results for GCSE, entry level for maths and science and functional skills in English.

No account taken for the loss of schooling through lockdowns, restrictions and isolations etc. BW said it shows the vast majority of pupils have made satisfactory (yellow), good or outstanding progress, in spite of the restrictions on their learning this year. Only 3 or 4 pupils show 'red' throughout. This minority all have exceptional personal circumstances they have been living under which led to them being in this category. BW said the fact that the majority of the pupils have made at least satisfactory progress, despite the impact of covid restrictions, is a testament to Michael MacCourt (BL, headteacher) who ensured school kept going for as many pupils as possible last year.

DF asked if the 3 or 4 pupils [with 'red' progress] were the least engaged with learning through last year, did they have high levels of absence, or were they children with good attendance but who were disengaged in school. Was there a pattern.? Because the Governing Board would like to see improvement for the small minority. BW said in the cases of those pupils who are predominantly red, they are all children who have not been engaging in school. 1 pupil did have high attendance but disengaged due to things happening outside school. Another pupil is red across core learning due to timetabling of a lot of vocational training which led him to miss core learning. It has been agreed with him and family that next year he will be in school more with only 1 vocational course. Knowing this pupil, BW expects him to make good progress next year. He did very well on vocational courses. Another pupil with a lot of red, is in school but not engaging. So, there are exceptions but most pupils with 'red' are not in school. BW concluded that on the whole, most pupils in school they are mostly satisfactory or better.

DF thanked BW and said this information can help the Governing Board consider how to help those not making progress.

HC asked should the expectation be to see 1 point of progress per term. BW confirmed this was the case. He said there are 3 levels; emerging, developing and

	<p>secure. On the data used by school each pupil has a level made up of a number representing their year group, followed by E, D or S. HC asked where the headings are 'core' and 'all' – does 'all' include 'core'? BW said core is English and maths, (not science at the moment as there has not been a science teacher for the last couple of years). BW then clarified that he taught GCSE science to 3 students this year. So All is English, maths, science (where it happened) and ICT. BW stated that currently there is only limited data on science and nothing on humanities or PE. He added that the PE coaches have produced very thorough and well-developed reports for all children but these are not integrated into this data yet.</p> <p>DF asked if there are any concerns with either particular subjects or particular years that governors should be aware of? BW didn't have any concerns to flag up. He said that he plans to break down the data further into KeyStages and next year he will build-in attendance and behaviour statistics so can see how correlate with progress and outcomes.</p> <p>BW concluded that looking at the last 2 years' data, given the disruption the children have had over the last couple of years, the children have come through it pretty well.</p> <p>The Governing Board thanked BW for making time to speak to them. BW left 18:38</p>		
9.1	<p>Chair of Governors Election</p> <p>HR informed the Governing Board that 1 person had put themselves forward to stand as a co-chair of the Governing Board, but there had not been a 2nd person expressing an interest in co-chairing. That left DF as the only governor who put themselves forward.</p> <p>The Governing Board agreed to appoint a Chair for a 1-year term of office.</p> <p>JP informed the Board that she was the person who was interested in being a co-chair. She said her term of office (as parent governor) ends next year but she would like to remain on the Board, if a suitable vacancy exists.</p> <p>DF said, as part of succession planning the Board could look at moving to a co-chair model from next year. This then could feed into <u>Governing Board structure (see item 9/9.3).</u></p> <p>DF proposed that the Board keeps the current Full Governing Board only meeting structure for now but look at returning to committees with the adoption of the co-chair model.</p> <p>The Board discussed the pluses and minuses of different meeting structures; DF highlighted the difficulty of providing the same level of detail to governors in the FGB only meetings. He felt that committees were a good forum for focus on finance and focus on teaching and learning. HC said at her previous Governing Board, their Full Governing Board meetings alternated from a focus on finance and a focus on Teaching and Learning. She found this allowed good focus. DF said that if there was only 1 finance meeting per term, the responsibility delegated to the Finance Lead Governor would need to increase.</p> <p>DF wished to revisit discussion this in July next year (2022) to ensure the Board had a model to sustain the Governing Board for the future. He recommended keeping the option to tweak the proposed meeting schedule during the academic year to trial alternating with Teaching and Learning with Finance. Providing, transition to a new way of working.</p> <p>DF said wished to be involved with the Barley Lane Governing Board during a transition to new long-term leadership and to leave a good Governing Board in place.</p>		

	<p>It was agreed that DF would remain Chair of Governors for a new 1-year term of office.</p> <p>ACTION - HR to update the Governing Board records to show DF's new term of office as Chair of Governors.</p>	HR	ASAP
9.2	<p>Clerk's update minute 8/8.1 - There is a Heads, Chair and Clerks training course on 9th November 21 at Sandy Park. 9.30am to 2.30pm The Board agreed for DJ, DF and HR to attend Babcock's Heads, Chairs and Clerks training course in November 2021 ACTION - HR book herself, DJ and DF a space on the Heads, Chairs and Clerks training.</p>	HR	ASAP
9.3	<p>Decide on Governing Board structure and meeting schedule for next Academic Year. draft Meeting Plan 2021-2022 The Board discussed Governing Board structure in minute 9/9.1.</p> <p>HR asked the Governing Board if Thursday meetings were still convenient for the governors and Senior Leadership Team. She had supplied a draft meeting schedule and asked if the governors wished to adopt the proposed schedule.</p> <p>HR stated that the schedule she has proposed, of a reduced number of Full Governing Board only meetings, relies on the individual Lead Governors doing a lot of the work and looking at the details outside of the meetings and reporting back to the FGB.</p> <p>DF stressed the need to avoid calling meetings at short-term notice next year.</p> <p>The Governing Board agreed the new meeting schedule with 3 FGB meetings in the Autumn Term, then 2 FGB meetings in both the Spring and Summer Terms.</p> <p>The Board agreed to look at how Lead Governors will discharge their duties during the Housekeeping meeting in early September and at the same time consider having an alternating Teaching and Learning and resources focus.</p> <p>The Board agreed to continue with meeting on Thursdays.</p> <p>ACTION – HR to post the new meeting plan on the Governorhub, update the governor's calendar and share with JF and JMCC.</p>	HR	Sept 2021
9.4	<p>Term Dates Marland School - Term dates 21-22 Provisional Marland School - Term dates 22-23 minute 8/8.3 - VS informed the Board that she was still waiting for Orchard Manor's term dates. She had been provided with Marland's term dates and their Assistant Headteacher has confirmed they would be happy to align 1 or 2 training days with Barley Lane. VS asked if the governors wished to wait for Orchard Manor's dates. The Governors agreed to review again at the first meeting of the Autumn Term.</p> <p>ACTION – HR to ensure aligning term dates with Marland and Orchard Manor, to allow moderation, will be on the agenda for the first meeting of the Autumn Term.</p>	HR	Sept 2021
10.1	<p>Minutes of the previous meeting ACTION - HR and DF look at the minutes offline outside of the meeting.</p>	HR & DF	Sept 2021
10.2	<p>Progress on Actions HR reported that the actions from the previous meeting are either completed, on the agenda for the current meeting or in progress.</p>		
11.1	<p>Governor Visits JP school visit 290621 Liz Shinn BLS School Visits June July 2021 The Governing Board discussed JP's visit report. DF said he hopes that next term governors would be able to get back into school and the Board would have more visit reports to review. (Governor visits had been</p>		

	restricted due to the Covid-19 pandemic.) DF stated that he had only been into school as part of assisting with recruitment and he wished to rectify this situation.		
11.2	<p>Governor Training HC-Governor Training H&S June21 HC Governor Training Exclusions June21</p> <p>RM left 18:56</p> <p>JF said she would circulate training links to governors for the annual safeguarding and data protection training.</p> <p>ACTION – JF to circulate links for the required annual governor training on data protection and safeguarding.</p> <p><u>minute 7/10.2</u> - JM reported that he had still not received a response from Babcock regarding his numerous enquires regarding the provision of in-house finance training and HR has chased via her contacts within the Babcock Governance Consultancy, also with no response.</p> <p>The Governing Board thanked HC for the training reports she supplied. They liked the format of the reports and agreed to adopt the training reporting format.</p> <p>ACTION – HR to make the training reporting format into a template available from the GovernorHub.</p> <p>The Board wished to look at the Governor training program at the Housekeeping meeting in September 2021.</p> <p>ACTION – HR to ensure there is an opportunity to review the Governor training programme on the agenda for the September 2021 Governing Board meeting.</p>	JF	Sept 2021
12.1	<p>P.E Policy BLS PE Policy 2021-22</p> <p>RM re-joined the meeting 18:59</p> <p><u>minute 8/11.4</u> - LS reported that she had reviewed the updated PE policy, she noted the absence of a Key Stage 2 curriculum overview, but recommended adopting the new policy.</p> <p>The Governing Board agreed to adopt BLS PE Policy 2021-22, on condition that a Key Stage 2 curriculum overview was added.</p> <p>ACTION – DJ to ensure an overview of the Key Stage 2 curriculum is added to the PE Policy.</p>	DJ	Sept 2021
12.2	<p>Nutritional Policy School Lunch and Nutritional Policy June 21 <u>minute 8/11.5</u> - DF reported he reviewed the policy and confirmed that all his previous recommendations had been incorporated. Therefore, the Governing Board's adoption of the latest School Lunch and Nutritional Policy from the previous meeting stands.</p>		
13.1	<p>Items brought forward by the Chair</p> <p>DF asked DJ if there was anything the Senior Leadership Team (SLT) needed from the Governing Board, to <u>prepare for next year</u>, especially regarding [covid-19 requirements such as pupils taking Lateral Flow tests]. DJ said the SLT have discussed [the likely situation] and currently planned to return with the same [restrictions] as they have had in place in the Summer Term, i.e covid safe procedure with bubbles etc.</p>		

	<p>in place. DF asked if school will have to change to supervised 1st and 2nd tests for the start of the academic year. DJ replied that the SLT will monitor advice over the following week and discuss it as a group.</p> <p>RM said that [at Barley Lane] there are nuances over ensuring children take the [Lateral Flow] test. Lots of the pupils take it reliably but some have needs which mean that lead them to requiring supervision in school. RM said this will take a lot of thinking and planning.</p> <p>VS asked a question on behalf of Angela Butler (BL teaching staff) regarding school lunches. Staff have not had time to chase <u>outstanding dinner money</u>. The governors were told that it would be a big job to claw back the money that is owed. VS passed on the proposal that the dinner money accounts are started at zero again in September 2021 allowing staff to move forward, collecting money without continuously chasing arrears, as some children owe a large amount.</p> <p>The Governing Board wished to have more information on how much money they were being asked to write-off, including a breakdown of how many families the debt is spread between and how/why the arrears built-up.</p> <p>ACTION – VS to ensure the governors receive a report at the meeting on 16th September 2021, with more information about the amount of outstanding dinner money, how many families owe large sums and any reasons for why the arrears built-up.</p>	VS	Sept 2021
14.1	<p>What Have We Done Today That Has Further Improved the Quality of Our Children's Education?</p> <p>DF wished to give a special thanks to DJ and team., in what has been trying circumstances in school and at home due to the ongoing Covid-19 pandemic. Well done for maintaining school in the ever-changing circumstances.</p> <p>LS also said Well done, it had been a hard year and everyone had been amazing. What a great school!</p> <p>The Governing Board hoped that the school staff would all be able to have a holiday which was not interrupted by self-isolating. They asked staff to take a real break and recharge over the summer.</p>		
	Meeting end 19:08		

Next Meeting:			
Date / Time:	16 th September 2021	Location:	Microsoft teams

Agreed as a true record	Date
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KEY

Challenges and queries from Governors

Decisions made

Recommendations

(name of documents referred to)

DRAFT