



TADCASTER GRAMMAR SCHOOL LOCAL GOVERNING BOARD (LGB)

Minutes of the meeting held on Monday 13th January 2020 at 5pm

Present: Philip Turnpenny (Chair), Andrew Parkinson (Headteacher), David Gluck, Jeremy Airey (from item 6.2), Heather Smith, Mike Dunphy, Jon Bliss, Liz Wilson, Chris Burt

In attendance: Iain Tessier (Clerk, Governance Advisor)
Mel Carroll (Assistant Headteacher) (for item 2)

1.0 Welcome, Apologies for Absence and Declarations of Interest

ACTION

The Chair welcomed all to the meeting.

1.1 Apologies were received and accepted from Jess Ryan and Georgina Wright. Jeremy Airey had indicated that he would be late arriving. Mr Gluck needed to leave at 6pm.

1.2 There were no declarations of interest.

2.0 Curriculum Development – Addressing Outcomes for Pupil Premium Students

The Chair invited Mrs Carroll to make a presentation to governors. The school had recently commissioned an external review of its PP strategy and a report outlining the findings and providing governors with other key information had been circulated prior to the meeting.

2.1 In his report Keith Worrall acknowledged that the school had a constant focus on its school improvement priorities in this area, however, it had been unable to materially shift outcomes. The review praised the school's intent, inclusivity and commitment to making a difference to the lives and education of its vulnerable learners. The school had a good reputation for supporting vulnerable learners.

2.2 The Chair noted that the Headteacher's report had referred to four consultations on EHCPs. Could Mrs Carroll expand on this? Mrs Carroll noted that three such students had joined the school last term. Two further students with EHCPs had come from out of area. There were some high level needs and very vulnerable learners. Mrs Carroll went on to speak candidly about the challenges they faced in meeting need when capacity was so stretched.

2.3 PP P8 data was in line with national, having picked up from 2017. However, this was set against the best results ever for the school in 2019 overall – in that context PP was still not showing up well. The review made clear that the school does not off-roll and displays a clear commitment to PP students. PP money had been allocated to successful initiatives such as delivering vocational learning courses and small class sizes in core subjects (e.g. Maths). Mrs Carroll had been heartened by the evaluations in the review. Mrs Carroll also welcomed governor's input at the planned immersion morning.

2.4 Responding to a governor query, Mrs Carroll explained the 'Horsforth quadrant'. The school had focussed quite a lot of its attention on non-achievers that were not working hard. Whilst high needs students would always get plenty of support, there was a need to shift the focus on to students that were working hard but not yet achieving at the level they might. There were tangible gains to be made, in terms of outcomes, by investing in more support for such students.

2.5 Revisions to strategy were necessary because, with only 10% of students being PP, any poor performances could really impact on overall data for the cohort. The school also had to ensure that it had its case studies in order. Utilising expert practitioners effectively was something the team was keen to develop. There was also a role for governors in terms of enhanced oversight – the upcoming immersion meeting would address that fact. Mr Bliss noted that, as governor with specific monitoring responsibility in this area, he wanted to fix in termly meetings. Mrs Carroll welcomed this. One of the main areas for improvement was attendance – the attendance rates of PP students were generally some way below their peers and the rates had not shifted over the last year or so. Mrs Carroll acknowledged that this was not good enough. If students were not in school then they could not learn or be supported – a major barrier.

JB

2.6 Mrs Carroll took governors through some anonymised case studies.

2.6.1 A governor asked how much support the school received from CAMHS and the LA. Mrs Carroll reflected on a disappointing level of support. Mrs Carroll gave some examples based upon the experiences of certain students. The school should have received support through the PRU but very often didn't. The governor was very disappointed to hear this. Schools were getting more and more stretched because of the failure of CAMHS and the LA and then found themselves unable to meet the needs of the most vulnerable learners. It was just wrong. Mrs Carroll shared the governor's frustration, adding that the schools Geography – on the border of three authorities – meant that it seemed to fall through the cracks. The future of LA services looked grave.

2.7 The staff CPD timeline was shown to governors and the 2019/20 development plans were summarised.

Governors thanked Mrs Carroll for her presentation and for her continued efforts to support vulnerable learners.

3.0 Minutes of the Last Meeting – 5th November 2019

3.1 Resolved:

The minutes of the meeting held on 5th November 2019 were accepted as a true record of the meeting and the Chair was duly authorised to sign the minutes.

4.0 Action Points and Matters Arising

4.1 Remaining actions from July LGB

Action 1 – The school and NYCC's legal department had written to the unauthorised supplier. It was not clear if this had led to the supplier desisting from providing items with the school's crest on. The Headteacher said that the school emphasised the benefits of purchasing from Chalks and accepted a governor's point that they could be more explicit about how buying from Chalks benefitted the school in terms of income that could be invested in children's education. The Chair asked what the next steps should be. Several governors indicated that the school should take steps to protect the IP. What was the Headteacher's view? The Headteacher believed that they should beef up what they were already doing in terms of talking up the benefits of Chalks and its far superior products. However, it would be useful to know what the supplier was doing because there was IP to protect. Liz Wilson agreed to do a follow up mystery shopper exercise and report back.

AP

LW

Action 2 – Ms Mulhern had delivered a safeguarding training session for governors.

Action 3 – Mr Bliss had completed safer recruitment training.

Action 4 – Monitoring progress against the equalities objectives in the action plan would take place in the Summer Term

Summer

Action 5 – Various policies had been uploaded to the school's website

Action 6 – The Trust's Equalities policy had been revised on the back of the LGBs suggestions.

Action 7 – An update on the artificial pitch would take place at the 2nd March meeting.

March

Actions 10 to 12 – Completed.

4.2	<p><u>Actions from September LGB</u></p> <p>Action 1 – All Business Interest forms had been submitted and the register had been drawn up. Action 2 – This had been covered through MCs presentation and the Headteacher’s report Action 3 – Governors had indicated to the Clerk that they had read the revised KCSIE. The majority of governors had read the contents of the safeguarding folder on the Google governance drive. The Clerk would be providing an update on the training log at the March meeting. Action 4 – Item to be picked up at the 2nd March meeting. Action 5 – Completed. Action 6 – Item on agenda Action 7 - Immersion meetings had been set up Action 8 – Matter in hand Action 9 – Completed. The Clerk was asked to re-circulate the policy tracker.</p>	Clerk March
4.3	<p><u>Actions from November LGB</u></p> <p>Action 1 – To 2nd March Resources meeting Action 2 – Completed. Action 3 – To 2nd March Resources meeting Action 4 – the Eco group had been notified of the opportunity to contribute to policy development in this area. There was nothing further to report at this time. Action 5 – To 2nd March Resources meeting Action 6 – 6th form strategy discussion at 3rd Feb meeting Action 7 – To 2nd March Resources meeting Action 8 – To 2nd March Resources meeting Action 9 – The external doors were to be surveyed. The MAT had made monies available. Some fixes had already taken place. The MAG locks would be looked at. The Headteacher was more reassured than he had been given the position in September. Further update at the 2nd March Resources meeting. Action 10 – The Emergency Response Plan had been finalised. The school had drilled both evacuation and invacuation. There was to be a further drill of the invacuation. The final version to be circulated to governors for approval ahead of the 2nd March meeting. Action 11 – Completed.</p>	March March March February March March AP
<i>David Gluck left the meeting</i>		
5.0	STAR MAT Update	
5.1	The Chair noted that the MATs CEO had announced his intention to retire at the end of August.	LNC/MD
5.2	The MAT Board had recently approved a CCTV policy and a Biometric Data policy. All MAT schools were required to personalise certain aspects of the policies. Mr Dunphy indicated that these matters were in hand. The final local versions of the policies to be noted by governors in due course.	
6.0	Vision, Values, Culture	
A final draft of the school’s new Vision and Values statement had been circulated prior to the meeting.		
6.1	The Headteacher said that this was a very important statement as it underpinned all of the school’s policies and procedures. This was all about what they stood for. The previous Culture of Excellence statement had done its job but was no longer something that was lived and breathed. The review exercise had allowed everyone to reflect on what the school did and refocus on the non-negotiables.	
6.2	Speaking about the development of the statement and its rationale, the Headteacher noted that he had explored the subject in a whole staff meeting in October and had carried out surveys of stakeholders. The proposal herein had been commented upon by parents, students and governors. Stakeholders had liked the strapline about promoting ‘being your best self’. Leaders had examined what that meant for staff and students. As a result, the staff and student values had been outlined. The Headteacher said that the statement was deliberately short, as it had to be clear and sharp and	

easily understood by everyone. The Headteacher went on to speak about what the expectation statements meant in practice for both staff and students. This had to be something that everyone could live and breathe.

Jeremy Airey entered the meeting

- 6.3 The Headteacher believed that this statement would provide the springboard to bring the vision and values into the teaching and learning life of the school. The Headteacher talked about how everyone could be proud and confident of what had been achieved through this exercise. A governor was pleased that all stakeholders had been consulted and were clearly engaged. Another governor welcomed the statement as it indicated something that the school would 'do', something tangible, rather than a set of objectives that were being aimed for.
- 6.4 The Chair asked how the LGB would know if it had been successful and had the desired impact. The Headteacher encouraged governors to ask questions of staff and students when in school. Hopefully they would hear and see people articulating the values. Would it trickle through to results? The Headteacher would not be able to cite a firm causal link but this was about developing a culture that supported learning at all levels – it was designed to facilitate a path to better outcomes. A governor felt that the values talked about would come through because the school had always been seen as a safe place that cared for its staff and pupils – it was starting from a position of strength.
- 6.5 The Headteacher concluded by saying that he wanted the visions and values to be seen in all aspects of the school's life and work. For example, it would be in the applicants pack and candidates would be questioned on it. Prospective employees needed to understand what the school stood for, that it was serious about its duty. In turn they would be expected to accept the values and live them. The statement also offered up a line of accountability. On the back of this, a governor asked if the Headteacher intended to carry out further exercises to check if it was truly embedded. Yes, SLT would be doing a follow up survey and trying to assess the brand penetration.
- 6.6 Governors commended the Headteacher on the work done on the Vision and Values Statement and indicated their support for it.

7.0 Headteacher's Report

- 7.1 The Chair proposed that the papers and any discussions relating to the SIP, SEF and data dashboards be carried over to the upcoming February meeting. This to allow the LGB sufficient time to deal with other essential matters.
- 7.2 The Headteacher noted that his report had been circulated prior to the meeting. There was nothing he particularly wanted to highlight and comments and questions were immediately welcomed.
- 7.3 With regards item 6, complaints, governors expressed some surprise that the school had received not one formal complaint during the term. The Chair indicated that he had received some correspondence outlining concerns and these were passed to the Headteacher but none had progressed to formal complaints. The Headteacher believed that one of the reasons why matters did not escalate to the formal stages of the complaints procedure was the sheer amount of time SLT spent dealing with concerned parents in a way so as to de-escalate situations. Communication was so often the key to putting minds at rest and the leadership of the school was very good at this.
- 7.3.1 A governor noted that, as there were no formal complaints, the LGB was not able to formulate a view on possible patterns that 'concerns' might indicate. The Headteacher and Mr Dunphy spoke about how the school dealt with a wide range of low-level issues at an operational level. Some governors wondered whether the school should record all 'concerns'. The Headteacher did not think that this would be administratively or logistically possible and was not a good use of time. A brief discussion followed. The Clerk provided some guidance on dealing with complaints. It was important that governors were not compromised by the level of information they received prior to matters potentially being escalated to stage 3 and a governors' panel.

8.0 Committee Reports

8.1 The Chair reported that the Pay Committee had met on 19th November to consider the Headteacher's recommendations on teacher pay progression. Recommendations for SLT progression were considered in detail. For those teachers being recommended for progression either on MPS or UPS, the committee looked in detail at a 20% sample. One matter left outstanding had now been dealt with. The decisions had been ratified by the MAT Board and staff notified.

8.2 The Chair reported that a Pupil Discipline Panel had been required to meet on 9th January.

9.0 Policy Review and Update on Policy Tracker

9.1 Resolved:

Governors approved the Provider Access Policy (Careers). It was agreed that this policy would be reviewed by the LGB every three years.

9.2 The E-safety policy had been slimmed down and reflected changes to statutory guidance and requirements. A governor asked whether, in light of the fact that upskirting was now dealt with separately to sexting etc, this required specific referencing. Governors agreed that this would be a sensible amendment.

Resolved:

Governors approved the e-safety policy, subject to SLT making a revision in line with the suggestion above. This policy to be reviewed by the LGB every two years.

10.0 Governor Matters and Board Development

10.1 Heather Smith and Chris Burt had completed training on safeguarding, complaints and visits to school. Chris Burt had also completed training on completing the headteacher's appraisal.

11.0 Correspondence

None.

12.0 Matters for Escalation to the MAT Board

None.

13.0 Any Other Business

None.

Date of Next Meeting: Monday 3rd February at 5pm

The meeting closed at 6.45pm

MD

	Action Points from the Meeting	Agenda Item	Person(s) Responsible	Date for Delivery
1.	Fix in termly meeting to look at PP	2.5	JB	Ongoing
2.	Promote the benefits of purchasing from Chalks	4.1	AP	Ongoing
3.	Carry out mystery shopper exercise	4.1	LW	By March meeting
4.	Equalities monitoring	4.1	Agenda	7 th July
5.	Situation with artificial pitch	4.1	Agenda	2 nd March meeting
6.	Update on training log	4.2	Clerk	2 nd March meeting
7.	External lettings	4.2	Agenda	2 nd March meeting
8.	Re-circulate policy tracker	4.2	Clerk	Ahead of next meeting
9.	Contact charities commission about closing school fund	4.3	MB	2 nd March meeting
10.	Financial benchmarking and outline of cost savings from being part of the MAT	4.3	MB	2 nd March meeting
11.	Analysis of longer-term costs relating to staff absence insurance scheme	4.3	MB	2 nd March meeting
12.	6 th form strategy discussion	4.3	Agenda	February meeting
13.	Quotes for a full toilet refurbishment scheme	4.3	MB	2 nd March meeting
14.	Approach to near misses data collation and reporting	4.3	AP, MB, DG, LW	2 nd March meeting
15.	Update on external doors	4.3	AP	2 nd March meeting
16.	Finalised emergency response plan to LGB for approval	4.3	AP	2 nd March meeting
17.	Personalisations to CCTV and Biometric Data policies and then present to LGB for noting	5.2	LNC MD	Spring Term
18.	Confirm amendment to e-safety policy	9.2	MD	Next meeting