



The Governing Board of Archers Brook SEMH Residential School

Minutes of the Full Governing Board Meeting Held on Tuesday 27th March 2018 at 3.40pm

Composition of Governing Board:

Name	Category of Governor	date of end of tenure	Designated Role
<u>Present:</u>			
Mr Bob Crompton	Co-opted	19.03.2021	Chair of Governors
Miss Sue Kettle	Co-opted	08.03.2021	
Mrs Liz Crompton	Co-opted	06.12.2021	
Mrs Diana Formby	LA	09.11.2019	Vice Chair
Mrs Sam Myers Whittaker	Headteacher		Head
Mrs Tracy Birch	Staff	01.12.2020	
<u>Apologies:</u>			
Mrs Karen Horsley	Parent	22.10.2018	
<u>In Attendance:</u>			
Mrs Jacqui Critchley			Clerk of Governors
Mrs June Sedgewick			Observer
Mr Jim Hilditch		08.12.2018	Associate member
<u>Vacancies:</u>			
2 x Co-opted Governors			
1 x Parent Governor			

Governors not present: The Clerk checked the number of Governors present to ensure that the meeting was quorate.

1. Apologies

Apologies were received and **accepted** from Mrs Horsley.

2. Declarations of Interest

Mr Crompton declared that he is the Chair of Governors at Whitby Heath.

3. Membership

There were no changes to be reported. It was noted that a previous school nurse has been approached to become a co-opted governor and that will be reported back at the next meeting.

Governors discussed Mrs Horsley and her absence and agreed that the Chair would contact her to ascertain whether she would like to continue as a parent governor until her term ends in October.

ACTION: Chair to contact Mrs Horsley regarding her attendance and commitment to the Governing Board



4. Minutes of 7th December 2017

The minutes were **agreed** to be an accurate record of the meeting and were signed by the chair.

5. Matters Arising

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The Headteacher reported that the meeting in January for the Enhanced Tailored KS4 Provision pilot had taken place and the pilot has been accepted. There have been successful meetings between the school and West Cheshire College and the pilot has been shared with vulnerable groups. The Local Authority group think this is a great piece of work that will make a difference to vulnerable pupils.

Governor Question: Is Archers Brook the only school involved?

Answer: No, there is also The Bridge which is a Pupil Referral Unit.

6. Committee reports and/or reports from Governors with special responsibilities

Due to illness after Christmas no committee meetings have been held this term.

7. School Reports

The Headteacher's reports which would have been given to the committees were distributed in advance of the meeting and the following matters noted.

Pupil Inclusion & Welfare:

- a) The school have been inspected on residential process via the SCIFF (the social care common inspection framework) and have again been allocated Outstanding across the board. The report was shared with governors.
- b) School have installed 'e-safe', a tool that is externally monitored and reports to the safeguarding leads should anybody using school equipment have attempted an 'illegal' search. The system is massively complimentary to school's overarching approach.
- c) CPOMS (Child Protection Online Monitoring System) is continuing to be a useful online monitoring tool which collates incidents and reports per pupil.
- d) During Mental Health Week children, young people and adults were encouraged to celebrate their uniqueness. Staff member Mr McLean has developed a set of workshops to offer a safe space for pupils and staff to continue their learning journey. Each workshop had a celebratory air and all staff and pupils have reported how much they had enjoyed it. The initiative has been shared with the Chair of CW&C Children in Need who was very impressed and suggesting sharing this to support a primary school.
- e) In LGBT month, staff continue to explore and develop pupil awareness of uniqueness through LGBT History month work. A questionnaire has been carried out which was very informative. The school council will report back to governors next term.



- f) Staff are fully able to access their own extended learning and each year training is provided to overview and refresh understanding of the following topics; Mental Health – what it is, Attachment Need and Disorder, Brain development, AfL learning, FASD and ASC teaching techniques.
- g) Attachment Need and Disorder training has been received well at West Cheshire College and will be delivered in Crewe too.
- h) Governors will be alerted to in-house training that they can attend or specific training for governors will be provided.

Governor Question: What is the attendance percentage?

Answer: 87% or 91% if you discount the 3 disengaged pupils. Anything over 90% is good. The staff work tirelessly to get pupils into school and feeling safe.

Teaching & Learning

- a) The OFSTED Inspection visit has taken place but there is no report as yet. However, we have a very positive narrative that will be shared with governors.
- b) Mr Boram's work on Pupil Progress is outstanding and governors received a T&L report from him.
- c) Staff have reviewed the marking protocol that is part of the Assessment, Recording and Reporting Policy.
- d) Members of staff are now carrying out learning walks, in addition to the Senior Leadership Team (SLT), which is a very useful tool.

Governor Question: What is a learning walk?

Answer: This is a walk around school to try and see as many staff as possible and look at learning walls, celebrate pupils work etc. The walks generally have a theme and reports are shared. These walks are less intense than the lesson observations that are carried out by the SLT.

- e) Teaching & Learning Community (TLC) Groups were started by Mr Hilditch last year for teachers and middle leaders to bring about change. There are 3 groups of 12 staff and this is a collaborative way for staff to work on a shared vision and ethos regards learning and pupil progress. The TLC support and underpin our approaches to behaviour, pedagogy and learning.

Governor Question: Is this a democratic approach?

Answer: Yes, and it feeds into the School Development Plan priorities.

Personnel Committee

Governors noted that Ray Cummins has been appointed as the Assistant Caretaker to replace Mr Morris who has gained a position at a local school as a Caretaker.

Premises & Finance

- a) There will be no major refurbishments this year and school are only planning for minor repairs.



- b) The PE grant for KS2 for 2018/19 will be £9k and that will pay for swimming and gym equipment for pupils to use. KS2 will also be going on a trip to PGL
- c) Other finance information was discussed under Item 14.

Teaching School Alliance (Ignite)

- a) Money has been recouped from external training and we are beginning to see the benefits for our own school staff.
- b) Seven schools have bought the yearly service package and we are working closely with Ignite.
- c) Staff here and at Rosebank have worked hard on the website and governors expressed their thanks to them.
- d) We are signing up again to the Magic Breakfast which was provided free for 2 years. Last year we spent £500 on bagels, cereals, juice and fruit for the breakfast club.

Governor Question: How many pupils access the Breakfast Club?

Answer: All pupils can access the free breakfast.

Governor Question: Do we have any problems with Legionella?

Answer: We don't have any dead-legs, but we still have to flush the system regularly.

General Data Protection Regulations (GDPR)

A Data Protection Officer (DPO) support service is being offered by ecwip and the cost will be approximately £1k per annum. It was suggested to buy back this service for one year to ensure the school are up to date. A member of staff will also be trained up to the DPO standard.

The Chair suggested signing up for 2 years and that was **agreed**.

Forest Schools

Teaching Assistant, Justin Evans, who used to be in the army, has applied for funding to train as a forest school leader. JE has a bursary from the Army to help him retrain following his discharge due to medical reason and he wishes to spend the money on the forest school training.

Governor Question: Will JE be able to take the pupils out and will they stay out overnight?

Answer: Initially we will use our own grounds for Y5, Y6, Y7 and Y8 but they will be able to camp out and do all the usual activities that children do when camping.

8. Approval of Inset Days 2018/19

This was deferred to the summer term meeting as one Inset Day needs to be aligned with CITA training.

ACTION: Clerk to add Approval of Inset Days 2018/19 to the summer term agenda.



9. Strategic Development Plan (SSDP) and Self Evaluation Form (SEF)

The SSDP and the SEF were distributed in advance and the following queries raised:

Governor Question: In the 3-year SSDP there are benchmarking and assessment tools to use, so perhaps we need training on CASPA?

Answer: That can be arranged.

Governor Question: How do we identify and respond to Mental Health problems?

Answer: Look at the Green Paper which is in line with the Future Minds report and the governors' response to mental health in schools.

Governor Question: How do we measure that? Is it quantifiable?

Answer: Yes, you can use past data. There are no government measurements, so we have to use our own. You can look at the NCB headlines from the Future Minds report too. CWAC are also running a Mental Health audit which will go to all schools with the results being collated by School Improvement Partners. Results will be fed back to the Archers Brook Headteacher who is co-leading this for CWAC.

Governor Question: When will we receive the results from the Aston Audit?

Answer: That should be available at the next meeting.

Governor Question: Middle leaders training and career paths – is that put into each teacher's plan?

Answer: This will be part of teachers Performance Management targets.

10. Policies

The following policies were reviewed:

- Allegations of Financial Impropriety
- Best Value Statement
- Safeguarding Policy
- Assessment, Recording and Reporting Policy
- Data Protection Policy and Privacy Notice
- Exam Contingency Plan Policy
- Flexible Working Policy
- Management of Controlled Assessment Policy
- Statement of Provider Access Policy
- Whistleblowing Policy

All policies were **approved** and signed by the Chair of Governors.

11. Schools Bulletin

Governors received the January and February Schools Bulletins with thanks.



12. School Improvement Partner (SIP) Report

The SIP, John Hattersley, had visited on 7th January. This had been a 2.5 day visit to scrutinise data, speak to staff and then triangulate the data. The report had developed further dialogue with the SLT.

The second visit had taken place on 28th February and the SIP is intending to send his reports directly to governors so that they can ask questions, which would be another way of triangulating information.

The summer term visit will focus on Leadership and Management, Quality of Teaching and Learning, Behaviour and Curriculum Development.

13. Pupil Outcomes

In December the Y11 took mock exams. A half termly review took place in February to review attainment which was the same picture as the last review. However, we have 1 pupil making accelerated progress, so we need to continue to challenge pupils.

14. Draft Budget for 2018/19

No baseline budget has been received to date, however the School Business Manager had prepared a draft budget with a 3% cut from last year.

The school will be funded for 75 pupils for 2018/19 not the 80 anticipated. This has been challenged as there are currently 78 pupils which is likely to rise.

Governors agreed to defer approval of the budget until the summer term.

RESOLVED: That the budget for 2018/19 will be approved in the summer term.

15. School Financial Value Standard (SFVS)

The SFVS has been completed and that will be sent to all governors for comment prior to the form being signed and sent to the Local Authority by 31st March.

16. Benchmarking

Benchmarking can be carried out via Arbor but that is £60 for a report. The School Business Manager and the Deputy Head will investigate what other reports are available.

Governor Question: Why do we get a low grant funding of 32% when nationally it is 82%?

Answer: That is what we are allocated by the Local Authority, although we do receive £10k per place too.



All primary and secondary schools receive Free School Meals funding and that has been queried with the Local Authority, who have replied to say it is included in the £10k per place.

Due to our postcode we also lose out on some grant funding as this is seen as an affluent area.

The Headteacher noted that the Local Authority make decisions on deprivation in schools in conjunction with the Schools Forum, so we win some and lose some.

17. Governor training and visits

The following was reported:

- Mr Crompton has attended Safer Recruitment training via Ignite.

In the summer term training will be provided in school rather than externally.

18. Correspondence to the Chair and any Urgent Actions undertaken

There had been no correspondence since the last meeting.

19. Date and Times of the Next Meetings

Governors confirmed the following meeting will take place on Thursday 7th June 2018 at 3.40pm.

There being no further Part 1 business the meeting closed at 5.05 and Mrs Birch left the meeting.

Chair of Governors _____
Archers Brook SEMH Residential School

Date _____