

Minutes

THE LINK SECONDARY LOCAL GOVERNING BOARD (LGB) MEETING ON 14th NOVEMBER 2018 AT 6PM AT THE LINK SECONDARY SCHOOL

Attendees:	Rama Venchard	OHC Trustee/Acting Chair
*Absent	Annabel Faulkner (AF)	Governor/Vice Chair
	Maryanne Vernede (MV)	Parent Governor
	William Scott (WS)	Governor
	John Reilly (JR)	Head Teacher
	Amanda Griffiths (AG)	Deputy Head, Associate Member
	Karen Hayward (KH)	Staff Governor
	Sandy Turner (ST)	Governor
	Jane Gibbs (JB)	Governor
	Sameera Saleem (SS)*	Parent Governor
 Also present:	Sarah Farncombe	Clerk
	Norman McDonald	Schools Business Manager
	Hanna Wallwork	Deputy Head
 Absent:	Sameera Saleem (SS)*	Governor

		Action
1	APOLOGIES FOR ABSENCE	
	Apologies were received from Sameera Saleem and consented.	
2	WELCOME AND INTRODUCTIONS	
	Rama Venchard introduced himself to Governors as an OHC Trustee explaining that he had been asked to chair this meeting pending the formal appointment of a Chair to the LGB. Governors wished to formally record their thanks to Roger Mills who had resigned from the LGB for his support and leadership. They confirmed they had written to him directly as well.	
3	DECLARATIONS OF INTEREST	
3.1	Annual Declaration Governors were reminded to complete the annual declaration forms and return them to the school office as soon as possible ACTION POINT: Governors to complete and return their annual declaration forms to the school office as soon as possible	All
3.2	Governors to declare any interest, pecuniary or otherwise Governors were also invited to declare any interest in the agenda.	

	RV declared his interest a Trustee of OHC (Sponsor of OHCAT).	
4	SKILLS AUDIT ANALYSIS	
	<p>Governors were asked to complete the annual skills audit analysis and return to the school office as soon as possible.</p> <p>The skills audits will then be incorporated into skills analysis matrix.</p> <p>ACTION POINT: Governors to complete and return skills analysis asap.</p>	All
5	CONSTITUTION AND APPOINTMENTS	
	<p>Governors agreed to defer the election of the Chair and Vice Chair to the spring term. The Acting chair will speak to the Governance Manager about recruitment to the Governing Body in the meantime.</p> <p>ACTION POINT: RV to speak to the Governance Manager about supporting the GB</p>	RV
6	MINUTES OF THE LAST MEETING	
	The minutes were reviewed and agreed to be an accurate record. A copy was signed by the Acting Chair.	
7	MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA	
	<p>Governors looked through the minutes page by page and discussed the action points and matters arising. Before discharging the actions particular points of interest made included:</p> <ul style="list-style-type: none"> • Parent information evening • Governors were advised that an E Safety event is planned for the 23rd January and OCHAT Digital have been invited to give a presentation. The Head Teacher will consult further and more detail will follow <p><i>The Chair suggested that a schedule of works could be useful to the Governing Body and offered to contact the Governance Manager for a template.</i></p> <ul style="list-style-type: none"> • Learning walks: The HT suggested that as part of the Ofsted Health Check day on the 29th November with David Scott, time be set aside for a learning walk with 2 or 3 Governors. All Governors would be welcome another time by mutual agreement. <p><i>Governors reflected on how important visits and talking to staff were to being able to understand the school and fulfil their role.</i></p> <ul style="list-style-type: none"> • It was suggested that utilising the time before the LGB for perhaps a tour of the school or the ICT suite could be an efficient and effective use of their time. They could also look at some of the children's work/class displays which would be very beneficial in developing their understanding of the school and the children. 	RV

- Governors were conscious the portfolio visits and meetings were time consuming for the HT. Governors wondered if sharing the load would be a good idea and also give Governors more exposure to other members of the SLT. The Deputy and Assistant Heads said they were happy to facilitate more meetings.
- Governors agreed with the HT's suggestion that a strategy planning day would be helpful. Justice could not be done to issues such as the 6th Form provision in the limited amount of time available at LGB meetings. The HT will canvass dates for early December later this week.
- The provision mapping software demonstration had been scheduled to take place before the LGB but unfortunately had to be cancelled due to illness. A new date will be arranged.
- Governors noted the school website was now live and were agreed the new site was much improved. It has been audited for statutory compliance by Governors and the Trust. The site was found to be largely compliant and the few actions identified are being dealt with. It will be subject to a further scrutiny by John Prior.
- The prize giving celebration is being planned and the date will be confirmed once all the certificates have been received.
- Governors were pleased to note that the Trust had now signed up to The Key which will be a useful resource for Governors.
- Governors reflected on the observations in the minutes that it was important the GB was able to demonstrate it was fulfilling its core responsibility to challenge the executive. They were agreed that the most recent portfolio reports showed progress in that regard.
- Governors were briefed on the investigations into terminating the photocopying contract. Sadly it was apparent from analysis the cheapest option was to allow the contract to run until it expires in December 2020 at a cost of £16k. The alternatives would be at least £2k more based on current usage.

In response to governor questions it was confirmed:

- The cost per copy was around 4p
- An old photocopier has been pressed back into service for black and white copies
- The service on the current contract is acceptable. It is just the cost of copies which is excessive
- Staff usage is monitored carefully and kept to a minimum
- The notice period of 3 months has been diarised to make sure it is not overlooked

ACTION POINTS:

- The HT will canvass dates for a strategy meeting for early December later this week.
- As part of the Ofsted Health Check day on the 29th November

HT

	<p>with David Scott, time be set aside for a learning walk with 2 or 3 Governors.</p> <ul style="list-style-type: none"> • A new date will be arranged for the provision mapping software demonstration. 	HT HT
8	FINANCE AND FUNDING	
8.1	There were no contracts/SLAs in excess of set limit for approval	
8.2	<p>Final accounts 2017-18 Governors were talked through the management accounts. Particular attention was drawn to:</p> <ul style="list-style-type: none"> • The deficit which was due in large part to the reduction from 39 to 35 on roll • The outturn was -£70k which was considerably better than expected and due to good management of costs • The number on roll has now increased to 44 and will rise to 46 shortly so the income next year will be better than budgeted • The target for the school set by trust is to have 90 days of expenditure in reserves so the reserves are strong at £604k • The aspirational target is to break even this year (or if not the following year) by which time the students should be up to around the 50 mark • Mainstream schools run at around 70% expenditure on salaries – 75% would be good for trust schools <p><i>Governors were impressed by the turnaround and were thankful there had been reserves to carry the school through such a turbulent time. Staffing was closer to where it needed to be and pupil numbers were rising steadily.</i></p> <p>The HT pointed out that there had been a considerable amount of work in the review and establishment of an efficient support staff structure. The focus this year will be doing the same with the Therapists.</p> <p><i>It was acknowledged that after the cuts of last year it was important to drive up income. The school must be able to deliver what it is advertising. The bottom line is the quality of education must not suffer - the students come first.</i></p>	
9	HEADTEACHER'S REPORT and DASHBOARD	
	<p>The comprehensive report was circulated in advance of the meeting. Governors were taken through the report by the HT. Points of particular note and arising from Governor questions included:</p> <ul style="list-style-type: none"> • The number on roll is likely to rise from 44 to 46 by the end of term with another four active consultations in hand. This is a good position compared to last year where numbers dipped to 29 after taking into account the leavers 	

- There are 13 active consultations for the next year already. Some may not turn into offers but by comparison there were no consultations at this point last year. The likelihood is the number of consultations will continue to rise
- Over 50% of students will be Sutton placements which fits with the strategy to deliver local education to local children
- The HT is in consultation with Keiran Holliday at Sutton with regard to the predicted commissioning of 36 places

From a strategic point of view Governors felt that it was important to keep the dialogue with other local authorities open as well

- There had been one exclusion in first half term for 3 days for physical assault
- Attendance levels were noted to be improving and thanks were offered particularly to Deputy Heads for their work
- The attendance for one child in year 7 with complex needs is down to around 40% which means that the attendance for the others is exceptionally good. Good progress had been made with a school refuser in year 9 although there was now a need to develop new strategies. At just below 92%, attendance is good given the challenges.

Governors thanked the HT for the narrative around attendance which they found helpful

- Staff absence: The HT explained some of the challenges in relation to staff absence and that the roles affected were not student facing.

Governors felt that having a breakdown of the absences and more narrative in the report would have been helpful and the HT agreed

- Safeguarding: Training is comprehensive and ongoing. The safeguarding action plan has been redrawn.
- A student Safeguarding Ambassador will be appointed. They will work with the Life Skills coordinator and will lead sessions with their peers. An update will be given at the next meeting
- The Staff Survey results were exceptionally good
- The data was agreed to be comprehensive and Governors noted the analysis developing of particular cohorts. Comparisons and analysis of trends will now be possible

Governors asked for clarity over how the data was used and how it informs what is being done.

The HT explained that there are now core and foundation meetings every other week where the data is scrutinised and gaps identified. The meetings then decide how those gaps will be addressed. To demonstrate impact Governors were given an example where it had

been identified girls were not receiving as many rewards as boys. The gap has now been significantly reduced.

- The new behaviour policy is supported by the 'What Happened Form' which provides a framework to talk through the incident and whether the behaviour was expected or unexpected. If unexpected there will be more detail and will be referred to the HT for monitoring and recording.

Governors asked about the ethnicity data not having been included and were advised that historically students had not been asked for it.

- Teaching and learning: differentiation is an area for development and that is being addressed with support and training
- The data on teaching and learning is the summary data of last year as it is too early for this year
- Staff identified as underperforming have left and the HT is confident that teaching is now of good quality more often than not as seen in the autumn observations. The discussion are now more about pedagogy rather than concerns
- The graphs on page 10 were explained
- The staff survey shows significant improvements and is evidence of impact of improvements in leadership
- Staffing is generally stable
- There will be a new performance management system in place for SSAs in the spring term. They will be graded against 6 criteria. The therapists will start with their new system in the summer term

In response to questions governors were reassured that the HT would be working with the head of Therapy to understand what reasonable expectations and standards would be.

Governors were agreed that sharing and observing good practice with the primary school and other schools in the Trust could be good evidence of the external validation Governors expect to see. It would also be good CPD for staff

- The Inclusion reports which were circulated earlier in the day circulated today adds to the management reports
- The provision mapping has enabled detailed progress reports to be sent to parents. The feedback from parents has been very positive. It is expected the reporting process will evolve over time to meet the needs of parents and maximise their impact and effectiveness.
- Evidence of the impact of provision mapping is important

The HT was thanked for a comprehensive report which was noted to have a good deal of comparative data and narrative. Governors also offered congratulations on the very positive staff survey

	<p>ACTION POINT: An update on the Safeguarding Ambassador appointment to be an agenda item for the next meeting.</p> <p>Establish a process for seeking support from the Link Primary (and other OHCAT schools) to provide external validation support.</p>	<p>Agenda</p> <p>HT</p>
10	GOVERNOR VISITS, DEVELOPMENT AND TRAINING	
10.1	<p>Portfolio management</p> <p>The portfolio reports were circulated in advance and taken as read</p> <ul style="list-style-type: none"> • Ethos, Vision and Strategy • Teaching and Learning • Health and Safety, Child Protection and Safeguarding • Finance and resources • HR and Organisational Development • Business Development and Marketing 	
10.2	<p>Other visit reports</p> <p>Governors were advised that a new waiting area had been set aside in the reception area for safeguarding reasons. In response to an observation made by governors it was agreed to remind staff that discretion in handling telephone conversations would be important when the waiting area was in use and any visitors should not be left unsupervised.</p>	HT
	Governor training and development	
	None to report.	
11	Feedback/Strategic Planning: Staff survey 2018, School Improvement Plan (SIP) 2018-19, School Self Evaluation Form (SEF) 2018-19	
	<p>Copies of the SIP and SEF were circulated in advance of the meeting together with the Staff Survey. As stated previously, the HT will canvass dates for a strategy meeting for early December to review the SIP and SEF.</p> <p>In response to Governors questions it was confirmed the initiatives in the SIP have been taken into account in the budget forecast.</p> <p><i>Governors offered their congratulations again on the survey which showed excellent results.</i></p>	HT
12	PAY COMMITTEE RECOMMENDATIONS	
	<p>Governors were given a verbal report on the meeting of the Pay Committee. They were advised that the committee had been given a comprehensive briefing on how the appraisal system worked and how the OHCAT policies and STPC (Standard Teachers Pay and Conditions) Document had been applied.</p> <p>The Committee had been pleased to see that the appraisal system had</p>	

	<p>been vastly improved this year. The Committee had been satisfied that the decisions reached were appropriate and the process had been open, transparent and fair.</p> <p>Accordingly the Committee were able to agree the recommendations.</p> <p>All the awards have been implemented and appear to have been well received by staff.</p>	
13	POLICIES AND PROCEDURES	
	<p>To note the following policies and procedures approved by the OHC&AT Board:</p> <ul style="list-style-type: none"> • Equality & Diversity Policy • Grievance Resolution Procedure and Guidance • Health & Safety Policy • Pay Policy • Positive Behaviour Policy ACADEMIES • Positive Behaviour Policy OHC • SEND Policy • Supporting Pupils in Schools with Medical Conditions Policy • 16-19 Bursary Policy • Anti-Radicalisation Policy • Assessment and Examinations Policy • Asthma Policy • Critical Incident Business Continuity Plan • Delegation of Duty Policy • Information and Records Retention Policy • Safeguarding Supervision Policy 	
14	KEEPING CHILDREN SAFE IN EDUCATION-CHANGES FROM 1. SEPTEMBER 2018	
14.1	Governors are advised that changes have been made to 'Keeping Children Safe in Education' from September 2018.	
14.2	All relevant OHC&AT policies have been amended to reflect the changes.	
14.3	Further information can be found on the governors' portal under the Training and Development section, under 'Resources'.	
14.4	Governors noted the obligation to sign to say they have read and understood part one of the revised guidance. It was suggested and agreed Governors would sign the declaration at the December training meeting in December.	ALL
15	ANY OTHER BUSINESS	
	It was suggested to Governors that an evaluation on the effectiveness of the meeting and reflecting on the extent to which it has impacted on their role/improvement in student outcomes can be a useful exercise at the	

	<p>close of a meeting.</p> <p>Governors were given details of a number of end of term events:</p> <ul style="list-style-type: none"> • 8th December is the School Fair • Parent's Evening is next week with a session on how to help your child at home with numeracy • Next week an actor from the pantomime will be taking an assembly to explain panto etiquette and how to behave • 17th December: Christmas Service with the Primary School at the United Reformed Church in Wallington • 18th December is the trip to the pantomime in Wimbledon • 20th December is the Christmas lunch and talent show (including staff turns) with each class doing a sing song 	
16	DATES OF NEXT MEETINGS	
	<p>6th March 2019 12th June 2019.</p>	
17	CONFIDENTIALITY	

Finished at 7.45

Signed by Chair of LGB 6th March 2019