

Minutes

THE LINK SECONDARY LOCAL GOVERNING BOARD (LGB) MEETING ON WEDNESDAY 6TH MARCH 2019 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)*	Principal
	Karen Hayward (KH)	Staff Governor
	Sandy Turner (ST)	Governor
	Jane Gibbs (JG)*	Governor
	Sameera Saleem (SS)*	Parent Governor
 Also present:	 Sarah Farncombe	 Clerk
	Norman MacDonald	OHCAT Management Accountant
	Hannah Wallwork	Deputy Head
	Jennifer Sutcliffe	Prospective Governor
	Amanda Griffiths (AG)	Deputy Head
 Absent:	 Sameera Saleem (SS)*	
	John Reilly (JR)*	
	Jane Gibbs*	

1.	WELCOME AND INTRODUCTION	
	The meeting was opened by the Chair and introductions made.	
2.	APOLOGIES FOR ABSENCE	
	Apologies were received from: <ul style="list-style-type: none"> • Sameera Saleem (SS) due to illness and consented accordingly • John Reilly (JR) due to an engagement and consented accordingly • Jane Gibbs (reason unknown) 	
3.	DECLARATIONS OF INTEREST	
	None not already declared.	
4.	CONSTITUTION AND APPOINTMENTS	
	Governors welcomed Jennifer to the meeting as a potential new governor and introduced themselves. Jennifer in turn gave Governors a brief	

	<p>summary of her reasons for becoming a governor and the expertise she could bring.</p> <p>Governors noted the Trust still attempting to identify a potential chair for the LGB.</p> <p>The Trust Board meets in a couple of weeks and will communicate their decisions to the LGBs.</p>	
5.	MINUTES OF THE LAST MEETING	
	The minutes of the meeting were agreed to be an accurate record and a copy was signed by the Chair.	
6.	MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA	
	<p>Item 3.1 Annual Declarations have all been completed. Action discharged.</p> <p>Item 4. Skill audit completed. Governors asked that the analysis be an agenda item for the next meeting.</p> <p>Item 5. The Action to circulate a programme of works has been completed and discharged.</p> <p>Item 7. The Strategy Meeting took place and was agreed to have been a great success. It had been particularly useful to look at the SEF and SIP to prepare for the health check meeting with David Scott. There was opportunity to discuss matters for which there was insufficient time in the LGB meetings (including post 16 issues). Another Strategy meeting is planned for June/July after the next health check and the updating of the SEF.</p> <p>Governors noted that the Safeguarding Portfolio report confirms that the SCR is up to date and all issues have been covered.</p> <p>ACTION POINT: Safeguarding to be a standing agenda item.</p> <p>Governors flagged up that whilst waiting in the office for the start of the learning walk as part of the Health Check they could over hear telephone conversations in which personal information was discussed and they could see personal information on notice boards. Whilst it was accepted that the office staff knew the Governor and that they would respect the confidentiality there were data protection issues which needed to be considered. It was acknowledged that it was a problem accommodating visitors whilst they are awaiting collection by their contact but further consideration will be given to the matter. An audit of the notice boards will be carried out as well to ensure there is no scope for a GDPR breach whilst visitors are in the office.</p>	

	<p>HW confirmed that no information is disclosed whilst visitors are in the office; it was assumed in this instance that a governor is a trusted and confidential visitor and that TM on reception is always mindful of this.</p> <p>ACTION POINTS:</p> <ul style="list-style-type: none"> • An audit of the office notice board to be undertaken for GDPR compliance. • An update on accommodating visitors awaiting collection to be agenda item for the next meeting. <p>Governors mentioned the previous suggestion there be a demonstration of provision mapping before the LGB. It was noted that unfortunately due to unforeseen circumstances the person responsible would not be able to present to Governors for the foreseeable future but the idea was still on the radar.</p> <p>Governors reflected on their responsibility to know their school if accountability is to be robust and their vision for the school is to be achieved. They felt that it would be useful to take perhaps ½ an hour before each LGB as is an opportunity to undertake an exercise which could enhance their collective understanding of the school and how it works. By way of example they suggested a book scrutiny or a tour of the school. They were conscious visits during the day can be useful but were also conscious they did not wish to disrupt lessons.</p> <p>ACTION POINT: The HT to liaise with Chair to exploit and maximise the use of LBG meetings</p>	
7.	a) Principal's Report	
	<p>The report was circulated in advance of the meeting and taken as read.</p> <p>With their responsibility to hold the executive to account and their obligations in relation to rigorous analysis of data Governors challenged the report in a number of areas. Points of particular note arising from questions and in discussion included:</p> <p>Presentation: Ensure pages are numbered (as per the revised version) to make referencing easier.</p> <p>Data: <i>Governors felt that whilst there was a considerable amount of data in the report, the narrative did not always explain what it is intended to show or how it will be used address issues and evidence impact.</i></p> <p>In response it was acknowledged that the narrative had been limited but that was to avoid the report becoming unfeasibly long. Also in some</p>	

instances the information could be too sensitive and lead to identification of individuals.

Governors were mindful that Ofsted had criticised the lack of data being presented to Governors in the past but felt that perhaps the pendulum had swung too far the other way. *What they need is the analysis of relevant data and evidence of action/impact.*

A suggestion made was that the data be an appendix which could be specifically cross referenced to highlights/trends and evidence of impact.

Pupil information:

- *One Year 7 pupil is home schooled but no mention of this in the attendance section on the next page.*

Comments on attendance are reflective of issues which affect attendance.

- *Year 8 - says 3 pupils but are they boys or girls. 0/3 or 3/0 would be clearer.*

Agreed – this was an error. To confirm, they are all girls.

- *Year 10 - says 2 pupils are having home tuition but attendance section says one year 10 and one year 11.*

This was an error it should say Yr10.

SEN characteristics

- *Primary SEN adds up to 45 but there are 44 on role currently.*

This is an error - it should say 44

Behaviour exclusions

- *How long was year 10 pupil excluded for?*

5 days

- *There were 5 incidents involving physical interventions - how many pupils were involved with this?*

It is not possible to share more information due to its sensitive nature in this forum but Governors could see a redacted copy of the log if they wished.

School refusers:

- *What is being done to help school refusers back to school?*

Governors were briefed on a number of notable successes in addressing school refusers which in some instances has meant the students have attended for the first time in years. The improvements have been achieved through a coordinated approach involving therapist, outreach work, counsellors and language therapists.

It was noted that it is difficult to share actual data because it is sensitive in nature. However, the results will show evidence of impact, and there is evidence in the personal annual reviews.

Safeguarding

- *David's Scott's report gave the impression that the non-compliant areas had been addressed - please clarify*

Governors were reassured that the all the issues had been addressed (and had actually been compliant on the day). The Safeguarding Portfolio report gives further information and reassurance.

Behaviour incidents:

- *Is there any reason behind the above average number of unexpected behaviour issues in the Rowsell Tutor group in term 2? And what measures are being put in place to address the issues?*

There are some behavioural needs in this group (affects 3 out of 6). The incidents have decreased significantly with the introduction of bespoke timetables, interventions using OT and S&L sessions and a new tutor and a new SSA.

Student safeguarding ambassador:

- *Governors asked for more information about the role and were advised that the student who it had been hoped might like the opportunity had declined. However, another student has been identified and an SSA has expressed an interest in developing the role.*

ACTION POINT: Update on Student Safeguarding Ambassador to be an agenda item for the next meeting.

Trends for staff absence:

- *Governors felt it would be useful to have information on the measures in place to track absence and for there to be a distinction between pupil facing/non pupil roles.*

Governors were advised that the previously notified long term sick absence had been resolved. KH confirmed the split was roughly 60/40 (teachers and SSAs).

Safety Meeting:

- *Governors noted that the E safety meeting for parents was cancelled due to no parents being able to attend/not responding to the invitation. They felt consideration must be given to other ways to engage with parents about this important matter.*

They discussed possible opportunities to engage with parents through existing events which they more inclined to attend such as parents' evenings, curriculum evenings and (as in the primary school), parent workshops on topics of particular interest such as 'How to get the best outcomes for your child'. Other options to explore might be:

- social events for the students e.g. a youth club where the students can be supervised while the parents are given information
- Involving the digital training school in video sessions which can be accessed through the website

Postcards

- *The use of postcards seems to have dropped off.*

This was discussed at team meetings. It may be because term two was longer but also may be down to the system embedding and evening out naturally to achieve the right balance. The students and staff are still engaged and responding well.

- *Can you consider showing averages e.g. boys received an average of 1.5 whereas girls received an average of 1.3 which would make it easier to understand data and the same when comparing pupil premium results.*

At the moment it would not be possible to break the data down further as it is a complex formula and there would be a disproportionate cost implication (given there is no significant disparity between girls and boys). The Health Check report confirmed that the system is "effective and efficient".

Teaching, Learning and Assessment**Targets:**

- *Governors said it was great to see that 69% of pupils are exceeding their targets but questioned whether this meant the targets were not challenging enough. Was one level of Link Steps Progress the correct target for all or should they be individualised?*

This was the first round of target setting and is a baseline. The targets will be reviewed again/revised in the new year.

- *What is the reason for Johnson class having the lowest exceeding target and what measures are being put in place to address the issues?*

This was discussed at the post 16 group meeting. They have the widest range of needs of all the groups. The curriculum is being rewritten for this year based on the gaps which were identified. There was a meeting with parents last week to discuss. Some students will be spending 3 days in college to reflect the differential they require.

Food tech:

- *Governors questioned what the low levels of progress were attributed to*

They were advised that a submission deadline had been missed. Governors were briefed on the management response and steps which had been taken to ensure there could be no repeat. They were assured the data had now been brought up to date.

- *The graphs shown are for those near to and above target. What about those below targets and what interventions are in place?*

Governors felt that expanding on the interventions being used to drive up standards could have been explained in the report. They were confident they were happening in school but need to be able to point to evidence.

- *The graph showing progress and pupil premium shows that those on pupil premium are making less progress than those not on pupil premium. What is the school doing to help these pupils?.*

This was an error

- *The second table on ethnicity with white, other, unknown doesn't really provide any meaningful information and there isn't any need for a summary below as this is repetitive. The first table showing the different ethnic groups is more useful.*

The approach was approved by the Health Check

Grade distribution by teacher in term 1

- *Is the bottom line of the table an average? Please provide more information about what the different grades are: e.g. what grades are UNSATISFACTORY, GOOD, OUTSTANDING?*

Governors were advised that the end line is the narrative. Generally teaching quality has dramatically improved and that is reinforced by the health check. The context for staff evaluation has been covered extensively in previous minutes.

	<p>Staffing</p> <ul style="list-style-type: none"> • <i>Has the new PM structure for SSAs started? (says Jan 2019)</i> <p>Yes</p> <ul style="list-style-type: none"> • <i>What support is being offered to the two teachers with the lowest averages?</i> • They are on support plans and meet weekly with the HT <p>Student numbers and open days</p> <ul style="list-style-type: none"> • There are currently 44 on role which will increase to 45 from tomorrow • Capacity is 54 (6x9) • Breakeven is 50 • The expected total for September is between 46-49 depending on consultations (compared to 34 this time last year) • Currently vacancies at KS4 	
b)	Dashboard	
	There were no questions arising from the Dashboard which Governors noted underpinned the HT report.	
8.	PORTFOLIO GOVERNOR VISITS	
	<p>Ethos, Vision and Strategy</p> <p>The Chair apologised for not having submitted a report and will do so at the next meeting.</p>	
	<p>Teaching and Learning</p> <p>The report was circulated in advance of the meeting.</p> <p>It was noted that it refers to the Health Check by David School which not all Governors thought they had seen.</p> <p>ACTION POINT: KH to re-send DS report.</p>	
	<p>Health and Safety, Child Protection and Safeguarding</p> <p>Governors noted the report and in particular:</p> <ul style="list-style-type: none"> • The assurance regarding the SCR being compliant • Safeguarding being identified as a strength in the Health Check report • Processes are well embedded and seen in practice and now looking at impact • Next steps 	
	Finance and Resources	

	The report was taken as read and there were no questions arising.	
	HR and Organisational Development The visit had to be postponed and will be taking place tomorrow. The report will follow.	
	Business Development and Marketing The report was taken as read and there were no questions other than to clarify it seemed that 7-8 students may stay on into 6 th form. Governors were pleased to see that a school trip is being planned in consultation with the School Council. They felt it would be a very memorable event and were glad that it was back on the agenda after a long absence. ACTION POINT: An update on the school trip to be an agenda item for the next meeting.	
	Other visit reports Governors noted the Assessment Report submitted by MV.	
9.	GOVERNOR TRAINING AND DEVELOPMENT	
	Governors were agreed that they would welcome training on their role in being Ofsted ready. ACTION POINT: Training opportunities to be identified/planned on Governors being Ofsted ready.	
10.	FINANCE AND FUNDING	
	Management accounts (For information)	
	Governors were taken through the management accounts which were circulated in advance of the meeting. They noted in particular: <ul style="list-style-type: none"> • That the HT, KH and SBM meet on monthly basis to go through the detailed documents which contribute to the summary • The reasons for the 115k over spend • Some savings have been identified • The target for next year is to break even • There will be an increase in salaries and pension contributions • Favourable Health Checks cannot be used to reduce the top slice. It will only drop from 7% when Ofsted have judged the school to be good or better • The Trust underwrites the deficit which is on the right trajectory • The school will be in the window for reinspection from next year (7th term post conversion) • Pupil numbers are increasing • The majority of year 6 primary children want to join the secondary school although not all will meet the criteria 	
11.	OHC&AT POLICIES AND PROCEDURES	

i	Governors noted the following Family policies and procedures approved by the OHC&AT Board and available on the Governors' Portal:																																																																
	<table border="1"> <thead> <tr> <th data-bbox="331 282 906 322">NAME</th> <th data-bbox="922 282 1078 322">TYPE</th> <th data-bbox="1155 282 1289 322">STATUS</th> </tr> </thead> <tbody> <tr><td data-bbox="331 331 906 371">Appraisal Procedure</td><td data-bbox="922 331 1078 371">Core (HR)</td><td data-bbox="1155 331 1289 371">Review</td></tr> <tr><td data-bbox="331 380 906 421">Capability Procedure</td><td data-bbox="922 380 1078 421">Core (HR)</td><td data-bbox="1155 380 1289 421">Review</td></tr> <tr><td data-bbox="331 430 906 470">Complaints Policy ACADEMIES</td><td data-bbox="922 430 1078 470">Core</td><td data-bbox="1155 430 1289 470">Review</td></tr> <tr><td data-bbox="331 479 906 519">Complaints Policy OHC</td><td data-bbox="922 479 1078 519">Core</td><td data-bbox="1155 479 1289 519">Review</td></tr> <tr><td data-bbox="331 528 906 568">Dignity at Work Policy</td><td data-bbox="922 528 1078 568">Core (HR)</td><td data-bbox="1155 528 1289 568">Review</td></tr> <tr><td data-bbox="331 577 906 618">Disciplinary Procedure</td><td data-bbox="922 577 1078 618">Core (HR)</td><td data-bbox="1155 577 1289 618">Review</td></tr> <tr><td data-bbox="331 627 906 667">Family Friendly Policies and Procedures</td><td data-bbox="922 627 1078 667">Core (HR)</td><td data-bbox="1155 627 1289 667">Review</td></tr> <tr><td data-bbox="331 676 906 716">Flexible Working Policy</td><td data-bbox="922 676 1078 716">Core (HR)</td><td data-bbox="1155 676 1289 716">Review</td></tr> <tr><td data-bbox="331 725 906 766">Health and Wellbeing Policy</td><td data-bbox="922 725 1078 766">Core (HR)</td><td data-bbox="1155 725 1289 766">Review</td></tr> <tr><td data-bbox="331 775 906 815">Induction and Probation Policy</td><td data-bbox="922 775 1078 815">Core (HR)</td><td data-bbox="1155 775 1289 815">Review</td></tr> <tr><td data-bbox="331 824 906 864">Managing Sickness Absence Procedure</td><td data-bbox="922 824 1078 864">Core (HR)</td><td data-bbox="1155 824 1289 864">Review</td></tr> <tr><td data-bbox="331 873 906 913">Positive Behaviour Policy ACADEMIES</td><td data-bbox="922 873 1078 913">Core</td><td data-bbox="1155 873 1289 913">Review</td></tr> <tr><td data-bbox="331 922 906 963">Positive Behaviour Policy OHC</td><td data-bbox="922 922 1078 963">Core</td><td data-bbox="1155 922 1289 963">Review</td></tr> <tr><td data-bbox="331 972 906 1012">Reorganisation Procedure</td><td data-bbox="922 972 1078 1012">Core (HR)</td><td data-bbox="1155 972 1289 1012">Review</td></tr> <tr><td data-bbox="331 1021 906 1061">School Teacher Cover Policy</td><td data-bbox="922 1021 1078 1061">Core (HR)</td><td data-bbox="1155 1021 1289 1061">Review</td></tr> <tr><td data-bbox="331 1070 906 1111">Whistleblowing Policy</td><td data-bbox="922 1070 1078 1111">Core</td><td data-bbox="1155 1070 1289 1111">Review</td></tr> <tr><td data-bbox="331 1120 906 1160">16-19 Bursary Policy</td><td data-bbox="922 1120 1078 1160">Additional</td><td data-bbox="1155 1120 1289 1160">Review</td></tr> <tr><td data-bbox="331 1169 906 1209">Anti-Bullying Policy</td><td data-bbox="922 1169 1078 1209">Additional</td><td data-bbox="1155 1169 1289 1209">Review</td></tr> <tr><td data-bbox="331 1218 906 1258">Conflict of Interest Policy</td><td data-bbox="922 1218 1078 1258">Additional</td><td data-bbox="1155 1218 1289 1258">Review</td></tr> <tr><td data-bbox="331 1267 906 1308">Fraud Policy</td><td data-bbox="922 1267 1078 1308">Additional</td><td data-bbox="1155 1267 1289 1308">Review</td></tr> </tbody> </table>	NAME	TYPE	STATUS	Appraisal Procedure	Core (HR)	Review	Capability Procedure	Core (HR)	Review	Complaints Policy ACADEMIES	Core	Review	Complaints Policy OHC	Core	Review	Dignity at Work Policy	Core (HR)	Review	Disciplinary Procedure	Core (HR)	Review	Family Friendly Policies and Procedures	Core (HR)	Review	Flexible Working Policy	Core (HR)	Review	Health and Wellbeing Policy	Core (HR)	Review	Induction and Probation Policy	Core (HR)	Review	Managing Sickness Absence Procedure	Core (HR)	Review	Positive Behaviour Policy ACADEMIES	Core	Review	Positive Behaviour Policy OHC	Core	Review	Reorganisation Procedure	Core (HR)	Review	School Teacher Cover Policy	Core (HR)	Review	Whistleblowing Policy	Core	Review	16-19 Bursary Policy	Additional	Review	Anti-Bullying Policy	Additional	Review	Conflict of Interest Policy	Additional	Review	Fraud Policy	Additional	Review	
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ii	To receive and review any local policies and procedures, as follows:																																																																
	<p data-bbox="280 1592 635 1632">Admissions Procedure</p> <p data-bbox="280 1641 1321 1758">Governors reviewed the school's admissions procedure to ensure it is compliant with the OHC&AT Admissions Policy, and that information on the school's website meets the requirements of the compliance checklist.</p> <p data-bbox="280 1767 1337 1848">Governors noticed that the date on the procedure needed to be amended to 2019-2020.</p>																																																																
12.	OHC&AT GOVERNANCE DOCUMENTATION																																																																
	Governors noted the following governance documentation approved by the OHC&AT Board and available to view on the Governors' Portal:																																																																

a)	Scheme of Delegation	
b)	Schedule of Responsibility Governors noted in particular that the schedule has been amended to reflect the responsibility of LGBs with regard to some fixed-term exclusions.	
13.	CONSULTATION ON REVISED OFSTED INSPECTION FRAMEWORK	
	Governors noted that Ofsted's consultation on plans to review and revise the inspection process launched on 16 January for a period of 12 weeks. They noted that the Trust will be responding.	
14.	ANY OTHER BUSINESS	
	None.	
15.	DATES OF FUTURE MEETINGS	
	12 th June 2019	
16.	CONFIDENTIALITY	
	None	
	The meeting closed at 7.34pm	

Signed.....Chair

12th June 2019