

MINUTES OF MEETING

School: St Giles Special School
Meeting title: Fourth summer term meeting of the IEB
Date and time: Thursday, 5 July, 2018 at 2.00pm
Location: At the school

SCHOOL DISPLAY

Membership

'A' denotes absence

	Mr C Levy (chair)
	Mrs A Allsop
	Mr A Connor
	Mrs L Foster (vice-chair)
	Mr W Iliffe
	Mr S Massarella JP
	Mr M Rooney
	Mr C Savage
A	Mrs K Halford (headteacher)

In attendance

	Mrs R Richardson (associate headteacher)
	Ms T Cook (NCC HR business manager)
	Andrew C Ludlow (clerk to the governors)

GB/72/18 Apologies for absence Action

Apologies for absence were received from Mrs Halford (illness).

It was

resolved

that the Interim Executive Board (IEB) consented to the absence.

GB/73/18 Declaration of interest

Mrs Foster, Mr Iliffe, Mr Rooney, Mr Connor and Mr Savage declared a direct pecuniary interest because they are all employed by the Local Authority and are part of 'Services to Schools'.

There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

Governors agreed to vary the order of items on the agenda, noting that a Skype conference was scheduled to take place at 4.45pm.

GB/74/18 Consultation responses to proposed senior and middle leadership restructure

The associate headteacher and Mrs Foster referred governors to the updated 'consultation responses' document explaining that 7 responses had been received and that they had been collated into TLR and non-TLR post-holders. She explained that further discussions had taken place leading to the production of the document.

Will the proposed changes to AHTs' whole school responsibilities support the development needs of the school?

Governors noted that there had been 7 responses with 5 supportive and 2 opposed. The associate headteacher referred to the need to optimise the leadership role and that as a result of the consultation it was not proposed to make any further changes to the roles.

Ms Cook provided guidance on HR issues.

The associate headteacher informed the meeting that modifications to the roles, included the addition of Data Protection Officer duties.

Will the proposed addition to the middle leadership structure of one additional teaching and learning role (TLR) improve the overall senior and middle leadership capacity of the school?

Governors noted that there had been 7 responses with 6 supportive and 1 opposed.

Governors were advised that the change from 2 to 4 TLR posts represented a significant increase in leadership capacity and no further changes were proposed.

Will the TLR posts carry the same level of responsibility?

Governors noted that there had been 6 responses with 5 supportive and 1 opposed.

Governors were advised that 'transition' had been added to both TLR and Life Long Learning Pathways Leaders and some changes to groupings had taken place.

The associate headteacher reported on core subjects and that ICT had been moved into Foundation and Science had also been moved.

Will the proposal ensure that a broader group of people are empowered to actively engage in developing teaching and learning and continuous development of the curriculum?

Governors noted that there had been 7 responses all supportive.

Governors were advised that arising from additional verbal feedback adjustments had been made to the proposed groupings of subjects to further strengthen the proposed model.

Will the proposal support St Giles to respond to Ofsted's identified next step for the school to use the analysis of pupil outcomes in all subjects to inform future planning?

Governors noted that there had been 7 responses all supportive and no changes were proposed.

Will the proposal support a more effective system for clear communications?

Governors noted that there had been 7 responses with 5 supportive and 2 opposed.

Governors were advised that changes had been made to achieve greater clarity and that as a result of feedback discussions adjustments had been made to subject groupings. It was accepted that focussed staff meetings for all groups were a requirement for the 2018-19 academic year.

Will the proposal ensure that teachers, who have identified subject development areas, have a clear team structure for communication support?

Governors noted that there had been 7 responses with 6 supportive and 1 opposed.

Will the proposed structure for HT and TLR holders provide clearer lines of accountability, communication and support?

Governors noted that there had been 7 responses with 5 supportive and 2 opposed.

Governors were advised of proposed changes of the structure to achieve greater clarity on line management and that these had been added to following the verbal feedback in subsequent meetings.

Governors discussed the proposed teaching and learning structure (version 3) 2018-19 and sought clarification on a number of issues including:

Q. What would communications look like?

A. An outline of communications was given including life-long learning and core learning.

Q. Do we need more clarity on 6/7 transitions?

A. The restructuring model proposed included sufficient capacity to meet the needs.

Q. Is safeguarding adequately covered?

A. Safeguarding will be included in all roles.

Q. Do we need to reconsider values for TLRs?

A. The proposed changes, shown in the version 3 structure, makes posts more equitable.

Governors reviewed the proposed job descriptions for the following TLR 2 posts:

- Life Long Learning Pathway Leader EYFS – Y8
- Life Long Learning Pathway Leader Y 8-13
- Foundation Subject Leader and Team Co-ordinator
- Core Subject Leader and Team Co-ordinator

It was proposed and seconded that the revised job descriptions be approved. It was

resolved

that the job descriptions be approved.

It was proposed and seconded that the revised Teaching and Learning Structure (version 3) be approved. It was

resolved

that the Teaching and Learning Structure (version 3) be approved.

Timelines

Governors discussed timelines and it was noted that:

- Staff would be presented with the documents with a return date of Friday, 13 July, 2018.
- The following week the associate headteacher would review applications and individuals would be allocated specific roles.

Ms Cook outlined the procedures and timescales in the event of any appeals.

In **responding to a question** the associate headteacher suggested that the issues over acting up/seconded posts should be resolved during the autumn term.

Ms Cook withdrew from the meeting at 2.55pm.

Governors noted that the Enabling documents had been agreed previously and were available to staff.

It was noted that if required interviews would take place on 24 July, 2018 and that the Enabling Appeal Panel would meet, if required, on 25 July 2018. It was

resolved

that the Enabling Appel Panel would consist of Mr Massarella, JP; Mr Iliffe and Mrs Halford.

GB/75/18

Headteacher's report

The associate headteacher presented her report, highlighting the following:

School Improvement Plan (SIP)

The associate headteacher informed the meeting that the latest copy of the SIP was on the website and explained that it was constantly being updated. She highlighted a number of items including:

- Successful training day including safeguarding issues
- PCAs in role
- Safeguarding review undertaken by Cheryl Stollery
- Embedded CPOMS – change from SOLAR
- Base line pupil progress
- PEPS completed
- GDPR – staff aware and training provided; DPO offered training

The associate headteacher informed the meeting on a number of areas which were still being worked on including:

- Whole school communications

- Work on typical school day for pupils
- Fitting curriculum to individual pupil needs

GDPR

A confidential discussion took place.

The associate headteacher withdrew from the meeting at 3.15pm.

Q. Will the Improvement Plan and diary be in place this academic year?

A. Mrs Foster informed the meeting that the Plan was being written and would be available for the start of the next term and would include training and monitoring.

Governors discussed and agreed to consider the Plan in their September meeting. agenda

Q. Were all staff aware of the roles and new job descriptions?

A. Mr Iliffe suggested that not all staff would be aware at this stage.

Mrs Foster informed the meeting that all teachers had seen the proposed job descriptions and referred to some issues over performance and appraisal.

Staffing

Mrs Foster informed the meeting that a school business manager had been appointed and had started work this week.

Governors noted that Finance had visited the school and Health & Safety had been looked at and a plan was now in place.

Receptionist

Governors discussed the appointment of a receptionist and it was

resolved

that the post could now be advertised.

A/H

Mrs Foster informed the meeting that she would e-mail governors with details of the interim leadership arrangements.

Mrs Foster

Exclusions

Mrs Foster informed governors that one pupil had been given a fixed term exclusion as a result of three incidents. She suggested that it was likely that the school would not be able to meet the pupils needs and that currently another provider (First Class) was being used.

Staff Wellbeing Survey

Governors were reminded of the background to the survey, which had been carried out in line with Health and Safety Executive (HSE) management standards.

Governors felt that the document was a very positive working document and it was noted that staff had been advised that a follow up survey would be undertaken before the end of term.

Following discussion it was **AGREED** that Mrs Foster would consult with staff to determine if a further survey should be undertaken this term or the next term.

Governors noted that the survey had been discussed with the unions and staff and a draft action plan produced.

Mrs Foster was pleased to report that a number of issues had already been resolved but significant issues had been raised and perceptions also had to be addressed.

Governors noted that the school was aiming to achieve a 'gold standard' and the role of the actions groups was considered.

Q. Is there bullying and has it been formally raised?

A. Mrs Foster felt that there had been a level of at least inappropriate treatment and she explained that a restorative approach was being adopted.

Governors discussed the issue and noted the need to ensure that all staff were enabled to raise issues of concern and that the 'Ethos group' had been charged with dealing with this.

Staff attendance

Mrs Foster informed the meeting that on some day's full attendance had been achieved but due to the schools special needs some supply staff were required, although no new additional staff had been requested. In **responding to a question** she explained that she was working on absences and a detailed breakdown would be available at the end of the week.

Governors discussed absences and stressed the importance of involving staff in the process.

Governors noted that from next term there would be 124 pupils, possibly rising to 126 pupils.

Governors suggested that as pupils numbers were known for next term it would be appropriate to make some of the temporary staff permanent and release some supply staff and that it may be useful to look at staffing in comparative schools.

Mrs Foster

Governors noted that some existing classes had a broad range of pupils of different ages and Mr Rooney **AGREED** to review this.

Mr Rooney

Mrs Foster referred to the need to have 'return to work' interviews with staff and that ideally these should take place on the return day or within that week. She outlined a new attendance protocol that had been issued and that she hoped to have dealt with the backlog of return to work interviews by the end of term.

Mrs Foster was pleased to report that attendance was improving and she referred to the work of Attendance Panels.

Pupil absence update

A confidential discussion took place.

The associate headteacher returned to the meeting at 4.40pm.

Mrs Foster reported on the leavers presentation that had taken place this week.

The associate headteacher withdrew at 4.45.

Skype presentation – Mr Phi Harrison, Chief Operating Officer, Shaw Education Trust.

A confidential discussion took place.

TLR post

Governors noted that one TLR may not wish to take up the options on offer and it was **AGREED** that the IEB would support the school in providing pay protection in this case, if the individual felt unable to accept the new TLR role within the new structure.

GB/76/18	Update on leadership from September	
	Governors AGREED to defer this item to the next meeting.	agenda
GB/77/18	Approval of minutes of meeting held on 7 June, 2018	
	Governors AGREED to defer this item to the next meeting.	agenda
GB/78/18	Receipt of minutes from committees	
	Governors AGREED to defer this item to the next meeting.	agenda
GB/79/18	Approval of the delegated decision planner	
	Governors AGREED to defer this item to the next meeting.	agenda
GB/80/18	Policies	
	Governors AGREED to defer this item to the next meeting.	agenda
GB/81/18	Written confirmation from fire officer following inspection	
	Governors AGREED to defer this item to the next meeting.	agenda
GB/82/18	Any other business	
	Due to the lateness of the hour there were no items of any other business.	
GB/83/18	Confirmation of dates for 2017/18	
	The interim executive board	
	agreed	
	Thursday, 27 September, 2018 at 2.00pm	
	Thursday, 18 October, 2018 at 2.00pm	
	Thursday, 15 November, 2018 at 2.00pm	
	Thursday, 13 December, 2018 at 2.00pm	
GB/84/18	Determination of confidentiality of business	
	It was	

resolved

that the governing body membership list; confidential sections of the headteacher's report, pupil absence information, and confidential sections of committee minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 6.00pm.

Signed C. Leung.....(chair) Date 27-9-18.....

ACL/