

# WELBURN HALL SCHOOL

## Governing Board Meeting Wednesday 27<sup>th</sup> September 2017, 5.00pm

**Present:** Alan Payne (Co-Chair), Sue Morgan(Co-Chair), Paul Aber, Sarah Barker, Marianne Best (Headteacher), Mickey Garrod, Gillian Locker, Laura Walker.

**Others present:** David Stewart(Clerk), Wendy Jemison (LA Advisor)

**Governors not present:** Rachel Marr

**Meeting Started:** 17.15

### MINUTES

Minute Number	Item
1. 17/18	<p><b>Election of Chair &amp; Vice Chair.</b></p> <p>DS welcomed everyone to the meeting and explained that it was his responsibility to conduct the election.</p> <p>The meeting discussed the length of office for the Chair and Vice Chair and agreed that one year would be appropriate. DS advised the meeting of the recommended procedure for the election of the Chair and Vice Chair.</p> <p><b>a) Election of Chair.</b></p> <p>DS asked for nominations for the position of Chair. It was suggested that because of the workload it might be appropriate for two Governors to share the responsibility. There was general agreement to this course of action.</p> <p>Marianne Best proposed that Sue Morgan and Alan Payne be elected as Co-Chairs. This was seconded by Mike Garrod. Both indicated their willingness to serve.</p> <p><b>Agreed unanimously that Sue Morgan &amp; Alan Payne be elected Co-Chairs of Welburn Hall School Governing Board for the academic year 2017/18.</b></p>

	<p><b>b) Election of Vice Chair.</b>  The Chair asked for nominations for the position of Vice Chair. Mike Garrod was nominated by Marianne Best and seconded by Alan Payne. There were no other nominations.  <b>Agreed unanimously that Mike Garrod be elected Vice Chair of Welburn Hall School Governing Board for the academic year 2017/18.</b></p>
2. 17/18	<p><b>Apologies for absence. Consented / Not Consented.</b>  An apology had been received from Rachel Marr who was ill. Consent was granted.</p>
3. 17/18	<p><b>To determine whether any part of the proceedings should be regarded as confidential and excluded from public inspection.</b>  There were no confidential matters to discuss.</p>
4. 17/18	<p><b>Notification of any urgent other business.</b>  There was no urgent other business.</p>
5. 17/18	<p><b>To approve as a correct record the minutes of the meeting of 24<sup>th</sup> May 2017.</b>  The minutes were approved as a correct record and signed by the Chair.</p>
6. 17/18	<p><b>Matters arising from the minutes of 24<sup>th</sup> May 2017 not otherwise on the agenda.</b></p> <p><b>a) Minute 88/16. Collective Worship Policy</b>  AP reported that he had redrafted the Collective Worship Policy but that it needed more work before being brought to Governors.  <b>Action: Collective Worship Policy to be considered at the November FGB.</b></p> <p><b>b) Minute 90/16. Email Accounts</b>  <b>Action: MG to arrange the setting up of Welburn email accounts for SM, AP and PA.</b></p> <p><b>c) Minute 96/16. Health &amp; Safety Audit.</b>  <b>Action: MB to report back on progress to November FGB.</b></p>
7. 17/18	<p><b>Register of Interests.</b>  Governors completed the pro-forma register of business interests.</p>
8. 17/18	<p><b>Membership of Committees.</b></p> <p>The following were elected to serve on the two nominated committees:</p> <p><b>Pay Review Committee:</b>  Sue Morgan, Alan Payne and Paul Aber.</p>

	<p><b>Headteacher Performance Management Committee.</b> Paul Aber, Mickey Garrod and Sue Morgan assisted by external adviser Tricia Ellison.</p> <p>There was a discussion as to when members of the appeals, complaints and disciplinary committees (Staff Dismissal, Staff Dismissal Appeals, Pupil Discipline and General Complaints) should be nominated. It was noted that these meet on an "as required" basis and invariably nominated members are not available or have a conflict of interest. It was agreed therefore, that membership of these committees will be arranged as and when required.</p> <p>MB expressed her personal concern that the governing body did not operate separate meetings for sub-committees. In her experience, sub committees for example, finance and curriculum, could be much more effective than burying it all in one meeting. PA explained the rationale behind the current system. Other governors agreed with him and expressed their opinions that it would be hard, with such a small FGB, to convene separate meetings. It was therefore agreed to proceed as things are currently.</p>
<p><b>9. 17/18</b></p>	<p><b>Appointment of Link Governors.</b> It was agreed that the following Governors should lead in the areas indicated.</p> <ul style="list-style-type: none"> <li>• Safeguarding: Alan Payne.</li> <li>• Health &amp; Safety: Mickey Garrod.</li> <li>• Teaching &amp; Learning and Assessment: Sue Morgan.</li> <li>• SEN: Sue Morgan &amp; Laura Walker.</li> <li>• Residential: Paul Aber &amp; Gillian Locker.</li> <li>• Policy Review: Alan Payne</li> <li>• Finance: Vacant.</li> </ul>
<p><b>10. 17/18</b></p>	<p><b>Approval of Standing Orders.</b> These had been circulated to Governors prior to the meeting and had been adopted by many schools. Governors were asked if they wished to make any amendments but they agreed that they were fit for purpose.</p> <p><b>Agreed unanimously that the Standing Orders be approved.</b></p>
<p><b>11. 17/18</b></p>	<p><b>Approval of Code of Conduct.</b> The Governors' Code of Conduct published by The National Governors Association, had been circulated to Governors prior to the meeting. DS reminded Governors that they had adopted this Code of Practice earlier in the year. However, it was felt appropriate to bring the matter before Governors at the start of the academic year from now on.</p>

**Agreed unanimously that the NGA Code of Conduct be adopted.**

12. 17/18

**Whole school Data Report.**

**Catherine Barr.**

CB had produced an Assessment & Tracking Report which had been circulated to Governors prior to the meeting.

All education staff had received training sessions on how to use the Pupil Asset Tracker to track progress. They were still running the "B Squared" system alongside it so that the school had three years of data to show Ofsted.

CB chaired "holding to account" meetings with teaching staff at the end of every term to analyse the assessment data and to identify any individuals who were not making expected progress. Appropriate intervention could then be put in place. Aspirational targets could also be adjusted upwards if pupils were found to be making exceptional progress.

The B squared data was imported into the CASPA data base. This is a central data base used by special schools as a comparison tool.

Actual progress was measured against expectation and RAG rated for easy identification - green for above expected progress, amber for expected progress and red below expected. CB referred Governors to the tables accompanying her report. These looked at a comparison of progress vs expectations for 2016/17 in the following areas:

- Language & Literacy
- Listening
- Reading
- Number.
- Speaking

These tables gave a quick visual reference. It was clear that nearly all pupils were making expected or above expected progress in all areas. The majority were in the amber area.

CB then summarised the progress of pupils across KS2,3 and 4.

Amongst the priorities for 2017/18 were:

- All new pupils would be baselined by half term
- Targets would continue to be set which were deliberately ambitious.
- Pupil Asset Tracker was to be used concurrently to track progress.
- Targets would be displayed in all classes and shared regularly with pupils.
- The MITA programme (Maximising Impact of Teaching Assistants) would be implemented in all classes.

CB asked Governors if they had any questions.

**Question: Have you had specific training on MITA?**

No. But I have worked alongside staff at Lady Lumleys which I have found very useful. TA's form a large part of the staff at school and have great potential to

make an impact on teaching & learning in the classroom. At the moment, that impact is not as it should be.

**Question: You talked about expectations. How are expectations decided?**

CASPA has data from special schools. So, comparisons can be made across the special school community.

**Question: Individuals start at different points. How do you set expectations?**

We set our own aspirational targets at the beginning of the year. We baseline pupils.

**Question: Looking at the RAG rated charts you have interventions in place to move pupils from red to amber but what are you doing to move children from amber into green?**

We look very carefully at each pupil's situation at the end of every term but this is one area we need to do more work on. We have made a lot of progress in reading

**Question: how have you done this year compared with last?**

We have done better. We are getting more pupils into yellow.

MB pointed out that while assessment data was based around individual targets, the collation of aggregate data around subjects / groups continued to be a source of important information that is lacking, but plans and actions in place to address.

**Question: Do you have a timescale for moving children out of the red?**

We look at it termly but it depends on the individual and the reasons for the lack of progress.

The Chair thanked Catherine for her report.

**Sarah Barker.**

SB advised that her report on KS5 data was not yet ready due to difficulties in extracting information. However, it was clear that pupils had not made as much progress as expected. They were currently looking into the reasons and would report back to Governors.

**Action: SB to produce report on KS5 data for November FGB.**

**RARPA.**

SB had produced a RARPA report which had been circulated to Governors prior to the meeting. RARPA was being consistently used for target setting in areas not covered by the education curriculum. Social skills, travel training and using money were some of the many areas which could be targeted. All KS5 staff were using the Pupil Asset Tracker and ensuring that data was tracked on a half termly basis. SB then talked about some of year 13's data.

**Question: Do staff have high expectations?**

	<p>Now we have a system up and running - yes. Staff are now taking ownership of targets as well as children.</p> <p>The Chair thanked Sarah for her report.</p>
<p>13. 17/18</p>	<p><b>Ofsted Action Plan – Update. Niall Hayton.</b></p> <p>The Ofsted Action Plan Update had been circulated to Governors prior to the meeting. This summarised the progress made since the Ofsted Residential Inspection in January 2017.</p> <ul style="list-style-type: none"> <li>• NH advised that the objectives stated in the plan were based on the Ofsted findings. These had largely been met or were very close to being met. The following were given as examples: Risk assessments for both sleeping accommodation and other residential areas had been recently carried out. This was now part of a system of continuous review.</li> <li>• All staff had received a paper copy of the new safeguarding guide.</li> <li>• It was now a requirement for all staff to undertake the new NYSCB online training course.</li> <li>• The Child Protection Policy was in the process of being reviewed and would be ready by half term. WJ advised that she would check if NYCC had updated their CP Policy.</li> <li>• The Behaviour Policy had been reviewed and approved by Governors and existing systems of behaviour management had been reviewed. NH was not sure that everyone understood the policy and thought that it needed to be simplified.</li> </ul> <p><b>Question: Is everything now on track for the next Ofsted visit?</b></p> <p>Yes. I am confident that we have done everything they asked but Ofsted will always find something.</p> <p>It was agreed that NH would continue to report to the SLT re monitoring but come back to Governors if any problems were identified.</p>
<p>14. 17/18</p>	<p><b>Headteacher’s Report.</b></p> <p>The Headteacher’s Report had been circulated to Governors prior to the meeting. As Governors had already had the opportunity to read the report MB gave a brief summary.</p> <p>Currently there were 76 students at the school, of which 34 were boarders.</p> <p>MB advised that the attendance figures were better than last year. The whole school attendance for the last six months was 92.6%. WJ stated that the national average was 90.9%. Because of the small number of pupils at the school</p>

percentage figures could easily be distorted by a change in a pupil's circumstances.

**Question: What is the level of persistent absence?**

We don't have any.

WJ pointed out that the national average PA for special schools was 26.9%. In that context Welburn were doing remarkably well.

MB reported that Teaching & Learning was improving, driven in part by new staff. Early observations this term had seen some outstanding practice. The atmosphere within the school was now much more positive and staff were more engaged. For example, one teacher had offered other teachers the opportunity to come and visit her lessons to see how she dealt with differentiation. We are trying to engender more of a team ethos amongst teaching staff in team meetings. There is now a very clear set of priorities.

Unfortunately, there was a number of staff on sick leave which was having an impact. It was hoped to update the SEF by the end of half term.

**Question: are there any teachers on a support plan at the moment?**

No.

**Question: The PP funding was less than budgeted. Why was that?**

Quite simply it is down to one less pupil.

**Question: Do you track how the PP money is used?**

Yes. Details are given on the website.

**Question: You currently have 34 boarders. What is the capacity?**

We have 44 beds in total but it would depend on an individual pupil's needs. Governors discussed the strong links with Woodlands and how their current Y11 are all hoping to attend Welburn College. SB and MB were asked by PA how many numbers in Y11, and discussion ensued about the popularity of the residential 'waking hours' curriculum.

There were no further questions.

The Chair thanked MB for her report.

15. 17/18

**Teaching Appointment.**

MB had circulated her rationale for the appointment of an additional full-time teacher prior to the meeting. Currently too many lessons were being led by unqualified staff. The post was effectively cost neutral when the loss of GTA posts was taken into account. Governors agreed that that an extra teacher was much needed to improve outcomes for students.

	<p>Governors also noted that Welburn Hall had a lower percentage spend on teaching staff compared to their benchmarked schools.</p> <p><b>Agreed: That the appointment of a full time teacher be approved.</b></p>
16. 17/18	<p><b>Spending Decisions.</b>  MB reported that she wished to seek Governors approval to install a new telephone system in the school. The current system was out of date and not fit for purpose. It was often breaking down and was expensive to repair. It did not cover the whole school. The proposed system had been chosen for its reliability and value for money after careful consideration of several bids. The price was close to £10,000</p> <p><b>Agreed: That the purchase of the new telephone system be approved subject to MG checking the specifications.</b></p>
17. 17/18	<p><b>Governor Vacancies &amp; Details for Website.</b>  DS reminded the meeting that there were currently four vacancies for co-opted governors plus an LA Governor. However, the LA had nominated Andrew Hill as a potential Governor. He would be meeting with MB shortly and be up for appointment at the FGB in November.  MB reported that she was pursuing other avenues.</p>
18. 17/18	<p><b>Governor Training.</b>  <b>DS reported that the LA had published a list of courses for this term.</b></p> <p><b>Action: DS to send list of courses to Governors. Anyone wishing to attend should let DS know and he will pass it on to the relevant member of staff at the school for processing.</b></p>
19. 17/18	<p><b>Any urgent other business.</b>  MG reminded Governors that John Fields had retired from the Governing Board at the end of his term of office in August after many years in the post. John had been a valued member of the Board and had made a positive contribution to school life. MG felt that the Board should mark his service with a small token of appreciation.</p> <p><b>Action: Governors to make a donation to MG or Anne Lealman to be used to purchase a bottle of spirits.</b></p>
20. 17/18	<p><b>Dates &amp; times of Future meetings.</b>  The following dates were agreed for 2017/18 academic year:  8<sup>th</sup> November, 13<sup>th</sup> December, 7<sup>th</sup> February, 14<sup>th</sup> March, 9<sup>th</sup> May 6<sup>th</sup> June, 11<sup>th</sup> July.</p>