



Excellence with Equity - Endeavour with Enjoyment

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'Raise Your Flag'

Minutes of the Local Board T1 Meeting held on Tuesday 9 October 2018 at 19:00

Present:

Ahmed Sharif [from item 241b]
Andrew Hogg (Chair)
Celia Morgan [from item 240]
Christina Brugger
Florence Weston
Jeremy Bailey
Peter Overton
Torja Moore

In attendance:

Cathy Milton (DBAT SIP)
Clare Maybury (clerk)
David Caird (prospective LB member)
Francesca Beers (DHT)

237 Apologies

No apologies were received

238 Declarations of Interest

No interest was declared in any item on the agenda. Members completed and returned their annual Declaration of Interest forms.

239 Constitution

a. Resignation of Foundation Member

Members noted the resignation, with effect from 27 July 2018, of Carole Johnson.

b. Appointments and vacancy

Members noted the appointment of Florence Weston as Community Member of the Local Board, with a 4-year term of office starting 1 Sept 2018, and the appointment as Foundation member of the LB of Torja Moore, with a 4-year term of office starting 10 July 2018.

Andrew Hogg had been re-appointed as a Foundation Member, with a further term of office starting 3 September 2018.

David Caird's appointment as a Foundation LB Member was expected to be approved at the DBAT main board meeting on 11 October. There remained two Foundation Member vacancies.

ACTION Cathy Milton to clarify and report to AH on whether or not Foundation members should be Christian

c. Parent member election to be held

Members noted the end of term of office of Ahmed Sharif on 24 October 2018. A Parent Member election was in hand.

d. Removal of LB member for non-attendance

ACTION AH and PO to contact MY to suggest his involvement in the Parent Forum may be more appropriate than membership of the Local Board

ACTION PO, in the event of MY's stepping down, to arrange a parent member election for two representatives

e. Election of Vice Chair

Celia Morgan was proposed by AH and seconded by PO. She was not present for this item but had expressed agreement, and was duly *elected as Vice Chair for the Local Board*, with a term of office of one year.

240 Minutes of the LB meeting of 10 July 2018

[CM arrived during this item]

There were no corrections. Progress on previous actions and matters arising:

*Item 230: PO to email all dates for events this term to LB members
FB to send dates for the year to the clerk in T1, to be added to the GH calendar*

The Academic year planner had been circulated to LB members.

ACTION PO / FB to add relevant school dates for LB members to GH calendar

Item 234f: JP to consider better means of recording of violent incidents

Incidents were now recorded in reports using current systems that had been adapted.

ACTION CMi to check on progress with data systems and methods to record violent incidents

Item 234i: LB, with DBAT and LA support, to consider population trends, finance and marketing to enable planning for future school places.

This was not directly addressed, although pupil places were discussed as part of the HT report.

Other matters arising are recorded under the relevant minute.

The minutes were agreed and signed by the Chair.

241 Governance

a. Committee membership and terms of reference (see also appendix 1)

Membership of committees was agreed as follows:

Resources committee	Standards committee
Ahmed Sharif David Caird (once appointed) Jeremy Bailey (Chair) Peter Overton	Andrew Hogg (Chair) Celia Morgan Florence Weston Peter Overton Torja Moore

Terms of Reference for the Resources and Standards committees, which had been discussed and agreed at committee, were approved and signed by the Chair.

b. Link members (see also appendix 2)

[AS arrived during this item]

Members' link roles, which had been discussed at committee, were approved as follows:

Link role	LB member
Health, Safety and Wellbeing Literacy Maths Safeguarding E-Safety SEN	Ahmed Sharif Celia Morgan Andrew Hogg Torja Moore Resources committee / Health & Safety grp Florence Weston

c. LB engagement with staff, pupils and parents (standing item)

ACTION **LB members** to attend Parents' Evenings and help run parent questionnaire with School Council members on 23 and 25 October from 15:30-17:00

d. Training

Previous action:

Item 231d JP to share central training logs with clerk for the Local Board's own record.

ACTION **CMi** to follow up with JP

e. Visits and learning walks

Proposed topics for learning walks were discussed and agreed, as:

Reading, Interventions, Maths, Oracy, Curriculum development.

ACTION PO to send round suggested dates for learning walks

f. Local Board audit

ACTION **LB** audit to take place in November, with support from JP

g. Data Protection GDPR

Previous actions:

Item 232: LB members to set up GDPR-compliant email addresses urgently if not yet done.

ACTION **AS** to complete email set-up in liaison with JP

Item 232: Clerk to follow up further on problems with accessing Governor Hub. Issues had been resolved.

Item 232: Resources committee to add GDPR compliance as a standing item. GDPR was now a standing item on the Resources agenda.

Item 232: All LB members to log into Educare to access and complete GDPR and other training.

ACTION stands

h. Keeping Children Safe in Education

Members noted the requirement to read the updated 2018 document and sign a statement that they have done so.

242 Literacy report

FB presented a verbal report to LB members, outlining the current arrangements and strategies in place across the school, including:

- In place of FB having overall responsibility, a lead in the four main areas of the EYFS, Y1, Y4 and Bug Club (an online, phonic based home reading programme)
- A number of strategies in place to extend children's vocabulary and writing skills, including Never Heard the Word, Shared Writing, Talk for Reading (currently in the EYFS and KS1 with plans to extend it into KS2) and Poem of the Week. Poetry, fiction and non-fiction plans have been mapped out. Star Readers enables more fluent readers to access more books and read more widely
- EYFS projects include Bold Beginnings and Talk for Writing, yielding good results
- A teacher programme of online training to address the dip in SPAG figures
- Writing moderation with the other Hub schools. Writing is a strength across the school

Q *Is there much change from the current approach?*

Some of the strategies are similar but have been re-organised into three-week programmes

Q *How will success in Y3,4 and 5 be assessed at the end of the year?*

Progression can be seen over the three years but the ultimate test will be an improvement in NFER test results.

Q *Are there enough funds to resource the strategies? Were flood-damaged books replaced? Is a profit made from sales of books to parents through the book shop?*

Resources are an issue. There was funding but this has now been spent, with additional resources on hold. Very few books were replaced from flood cover. Shop profits will need to be checked and costs raised if necessary.

FB was thanked for her report.

ACTION FB to send presentation notes to the clerk for GH

243 Reports from committees

a. Resources Committee meeting of 19 September 2018

Members noted the minutes, including *progress on actions* from the last LB meeting, in particular:

- Clarification was still sought over permissions and responsibility for the **caretaker's house boundary wall**. Resolving this would enable income generation from the house, but the costs to the school of wall repair would be prohibitive.

ACTION CMI to find a copy of the original conversion articles, concerning responsibility for the caretaker's house boundary wall

- The **fire risk assessment** had raised issues of compliance. **CIF bids** were being submitted for fire doors and compartmentalisation, as well as the water system. A sprinkler system was under consideration as part of these as a way of resolving the fire issues. The contractor was unconfirmed but likely to be Hookway.

- A new **Health & Safety sub-committee** would meet shortly, with DBAT support, to plan its remit and operation. It was noted that DBAT's Health & Safety support tender had now been awarded.

ACTION Health and Safety sub-committee to add E-safety to its agenda

- Adjustments had been made to the budget in light of an internal error and increases in staff pay. A meeting would take place shortly with JB, Lisa Quinn (SBM) and PO.

b. Standards Committee meeting of 27 September 2018

Members noted the minutes, in particular:

- **Progress** made **since** the **Ofsted** criticisms. These were also reported in the AIP and HT report. Preparation was in hand for the next inspection, with model answers being considered at each meeting.

Q *When is the next visit likely to take place?*

Inspection is likely to happen in July 2019 or the following term, but certainly within the next year. One day's notice is given and inspectors will want to meet, collectively, as many LB members as possible.

c. Ethos committee meeting of 18 September 2018

The committee had met and considered the Collective Worship policy.

ACTION PO to send meeting notes to the clerk for GH

d. Staff Wellbeing committee

Previous action:

233 c JP to send Staff wellbeing minutes to the clerk for GH. These had not yet been received

ACTION stands **JP**

e. Pay Committee

Previous actions:

234d PO to form a pay committee for September, to include AH, JB, TM, with support from JP
The Pay committee had not met.

ACTION PO to arrange a Pay committee before the end of term

244 Headteacher's report

The report was noted and queried, in particular:

- **Inspection** at the end of the year uses the previous year's Y6 results, a year out of date. Since the inspection there had been year on year improvement, although the school was still below the national average. Staff were confident Easton could be called a 'good' school, taking into account prior attainment. Y2 outcomes had also improved.
- **Outcomes** had improved as a result of good teaching, with all staff good or better by the end of last year.
- Although the school did well at converting low- to middle-attaining students, with above national average levels for Reading, Writing and Maths, results for a group of 10 **middle-attaining**

Reading students had been sent for reconsideration as higher-attaining. They had not been moved. Maths interventions had resulted in improvements since last year, up from 60% to 74%.

Q *Can we identify the individual children? Yes.*

Q *How accurate is KS1 prior attainment data?*

Data are supported by tests done by children and teacher assessments.

Q *Do we need another narrative to explain the historical data? Can we be clear that the judgements at KS1 were accurate? The national trend for EAL students, for example, is that they make good progress. Given the complexity of the reasoning papers, how have Easton students done so well in Maths?*

Marks can be pulled up by doing well in the arithmetic papers.

Q *Has this analysis been done for each child, and is the information to hand to help us explain?*

There is a limited range of vocabulary involved, and children can be taught this. Children often ask to have the questions read and can then understand more easily. The Maths team can provide analysis for LB members.

Q *Are LB members completely clear of the story that backs this up? Case studies would help explain and should be prepared.*

Separate comparisons could be made from the data for Reading, Writing and Maths. With the same data management system now in place for the first time across DBAT schools, the prospective Data Manager is urgently needed to support this work.

- Provisional **targets** had been set, to be finalised by the end of term.

Q *Are targets the same as last year?*

As last year's targets were not met they have been set lower this year. Writing is significantly lower and the current Y5 cohort is significantly weaker than last year's.

- **Staffing** changes were noted.
- **Pupil numbers** for nursery were low, leaving the in-year budget £77k in deficit. Pupil numbers may continue to fall, and had been affected by the removal of one or two large families. Savings would need to be made over the next two years to meet the DBAT target for reserves. The school may need to become two-form entry and the Admissions team had been contacted. Consideration was also being given to admitting nursery children once they turn three, in a manner complimentary to the Family Centre provision. Adjustments to the staffing team would be needed from now on.

Q *Is the government's withdrawal of Universal Credit support for families with more than two children likely to affect future numbers?*

There may be a long-term effect but this is not yet relevant.

Q *Have the Admissions team given a deadline for the start of two-form entry?*

DBAT agreement will be needed.

Q *Could one-form entry for Reception have been put in place for this year?*

Any changes, including the probable reduction of Y1 to one class, will be in place from next year

Q *Is consultation taking place now for Admissions for the coming year?*

This is taking place now for 2020-21 and will be complete by December. This must be done to enable any reductions.

ACTION PO and JB to consider the financial implications of falling pupil numbers at a Finance meeting with the SBM Lisa Quinn (LQ) this week

ACTION PO with **LQ** and (Easton Family Centre's) **David Moore** to discuss proposed nursery admissions changes.

ACTION Resources + Standards committees to approve changes to the Admissions return made by LQ

245 Policies

a. Members *approved* the statutory level 1 **Charging & Remissions policy**, as considered and recommended by the Resources committee

b. The level 1 DBAT policy on **Online Safety** was discussed and a number of queries raised.

ACTION TM to seek clarification from Laura Connors on issues in the level 1 Online Safety policy, such as reporting and personalisation, before approval by the Local Board

c. Members were not able to approve the **Safeguarding and Child Protection** policies and Procedures, including the **Anti-Bullying policy**, as they had been received too late.

ACTION Standards committee to consider Safeguarding policies at their next meeting, for recommendation to the Local Board.

ACTION PO to consider with LQ adding a list to the front of each policy of any changes made.

d. It was noted that the **Equality Information and Objectives**, *deferred for consideration from T5, is a statutory requirement.*

ACTION Standards committee to consider Equality Information Objectives at their next meeting, for recommendation to the Local Board.

e. The non-statutory, school-level **Collective Worship** policy was not available but had been considered by the Ethos working group.

f. Members noted those statutory policies due for review and approval in T2

- Admissions (Standards)
- Behaviour (Standards)

246 Website

ACTION clerk to add website update to Resources committee agenda

247 Meeting dates

Local Board (T2): 4 December 2018, 19:00- 21:00

Resources committee: 14 November 2018, 13:15-15:15

Standards committee: 22 November 2018, 09:30-11:30

The meeting closed at 21:00

Signed (Chair)

Date

Reports received in advance:

- LB and committee minutes
- HT report
- Academic Year Planner
- Academy Improvement Plan 2018-19
- Key Attainment Outcomes table
- KS2 2018 results
- Staffing structure
- Committees' terms of Reference
- Keeping Children Safe in Education
- Policy documents for approval:
 - Charging & Remissions
 - Safeguarding Policy and Procedures, including:
 - E Safety policy
 - Anti-Bullying Policy

Glossary

AIP	Academy Improvement Plan	LA	Local Authority
DBAT	Diocese of Bristol Academies Trust	LB	Local Board
EYFS	Early Years Foundation Stage	Q	LB member's question
GDPR	General Data Protection Regulations	SBM	School Business Manager
GH	Governor Hub	T3	term 3
HT	Headteacher	Y1	Year 1
KS	Key Stage		

Appendix I Easton Local Board committee and working group membership Oct 2018

Resources committee	Standards committee	Admissions	Pay	HT appraisal
Ahmed Sharif David Caird (once appointed) Jeremy Bailey (Chair) (Mustafe Yusuf) Peter Overton	Andrew Hogg (Chair) Celia Morgan Florence Weston Peter Overton Torია Moore	Andrew Hogg Peter Overton	Andrew Hogg Jeremy Bailey Torია Moore Jez Piper to attend	Andrew Hogg
Ethos	Health & Safety			
Celia Morgan Peter Overton (DBAT) to attend	Ahmed Sharif David Caird (once appointed) Lisa Quin (SBM) and Ray Preston (SS) to attend			

Appendix 2 Easton Local Board link roles Oct 2018

Link role	LB member	Staff contact
Health, Safety and Wellbeing Literacy Maths Safeguarding E-Safety SEN	Ahmed Sharif Celia Morgan Andrew Hogg Torია Moore Resources committee / Health & Safety grp Florence Weston	Lisa Quinn Christina Brugger Laura Connors Laura Connors Claire Wellbourne