



Excellence with Equity - Endeavour with Enjoyment

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'Raise Your Flag'

Minutes of the Local Board T2 Meeting held on Tuesday 4 December 2018 at 19:10

Present:

Andrew Hogg (*Chair*)
Celia Morgan
Christina Brugger
David Caird
Florence Weston
Peter Overton

In attendance:

Cathy Milton (DBAT SIP)
Clare Maybury (clerk)
Lisa Quinn, SBM

New members and attendees were welcomed to the meeting.

248 Apologies

Apologies were received and accepted from Toria Moore and Jeremy Bailey. Ahmed Sharif, invited as a prospective LB member, also sent his apologies.

249 Declarations of Interest

No interest was declared in any item on the agenda.

250 Constitution

a. Resignation of Parent Member

Members noted the resignation, with effect from 14 November 2018, of Mustafe Yusuf as a parent member of the LB.

b. Appointment and vacancy

Members noted the appointment of David Caird as Foundation member of the Local Board, with a 4-year term of office starting 11 October 2018

There remained one vacancy for a Foundation LB member.

Previous action (239b): **CMI** to clarify and report to AH on whether or not Foundation members should be Christian.

Members noted that, although Foundation members did not have to be Christian, this was generally preferred as they are nominated by the PCC. A DBAT LB member could be appointed who would not have to be Christian, but there was no-one currently in mind.

ACTION AH to speak to Clare Stansfield for clarification regarding DBAT and Foundation LB members

c. Parent member election

Members noted progress on elections for two parent members of the Local Board, which would be complete by Friday 7 December. There were three candidates and two vacancies.

251 Minutes of the LB meeting of 9 October 2018

a Corrections:

- *In attendance:* should read 'Cathy Milton (SIO)'
- 243a, Resources committee report: CMI to find a copy of the original conversion articles, concerning responsibility for the caretaker's house boundary wall : CMI queried the action being hers.

With these corrections, the **minutes were agreed and signed** by the Chair.

b Update on previous actions not elsewhere in the minutes:

- (242) FB to send Literacy presentation notes to the clerk for GH: **ACTION** stands **FB**
- (241f) LB audit to take place in November, with support from JP: **ACTION** CMI to follow up and contact clerk concerning a separate, in depth meeting to complete the DBAT LB audit.
- (244) PO, LQ and (Easton Family Centre's) David Moore to discuss proposed nursery admissions changes: The meeting had taken place: see HT report item 254.

Other actions and matters arising are recorded under the relevant minute.

252 Governance

a. LB engagement with staff, pupils and parents

Previous action: LB members to attend parents' evenings and support School Council with questionnaire:

LB members had attended and the questionnaire was reported under the HT report at item 254

b. Training

Previous action: All LB members to log into Educare to access and complete GDPR and other training:

Login details had been re-sent. Members were asked to update their training records.

c. Visits and learning walks

Confirmed dates had been circulated and uploaded to GH. At least two members confirmed attendance at the next walk.

d. Keeping Children Safe in Education

Previous action: All LB members to sign declaration of having read 'Keeping Safe in Education 2018':

The document was circulated and signed. **ACTION** stands.

253 Reports from committees

a. Resources Committee meeting of 14 November 2018

Members noted the minutes, in particular:

- **Previous LB actions:**

(243a) Health and Safety sub-committee to add E-safety to its agenda:

This had been passed back to Standards as part of Safeguarding, for consideration in T3

(244) PO and JB to consider financial implications of falling pupil numbers at a Finance meeting with LQ:

The meeting had taken place

- **Finance and budget re-forecast:** there were concerns over funding as a result of falling pupil numbers. Staffing structures were under consideration. There was no built-in contingency. The carry – forward had increased to £163k and clarification was being sought from DBAT as to why. The financial position was likely to worsen over the next few years.

Q *Is the carry-forward contribution to central funds still over two years, or can this be changed?*

This is under discussion as some of the reserve amount needs to be clawed back. The school can argue

that back-pay paid in the current year should have come from previous years' resources.

Q *Do we receive feedback from DBAT concerning their overall financial position?*
This will be raised at the joint SBMs ' meeting next week,

- **CIF bids:** two bids were in hand, for pipework and fire doors. The school had budgeted for a £5k contribution to each but it had been suggested a £20k contribution to each may improve the chance of success. Not receiving the funding would mean the school having to meet full costs for the essential works. After this year no further CIF funding would be available.
The LB then approved a contribution of £20k for each CIF bid.
- **Catering:** In response to questions, members noted catering was currently poor, with the Catering Manager expected to return next week. The contract was for two years, with a six-month get-out clause. No improvement was expected in the near future as any change would involve moving across existing staff, and bringing the service in-house was currently too risky.

b. Standards Committee meeting of 22 November 2018

Members noted the minutes, in particular:

- **Correction:** *7b, para2* should read "In Y1 **and Y2** six classes could be reduced to five"
- **Ofsted dashboard:** The dashboard had not arrived in time for the committee. See item 254.

c. Staff Wellbeing group update

Previous LB action:

(243d) JP to send Staff wellbeing minutes to the clerk for GH: The notes had not yet been received.

ACTION stands.

The DBAT Staff Wellbeing questionnaire was in hand and expected by the 10 Dec.

d. Pay committee

The committee had met and actioned the recommendations, including that for the DHT. This had then been delayed awaiting approval by the trustees' Remuneration Board. This was not in the EPT Appraisal Policy and had been queried by PO as being part of the previous year's process.

ACTION PO to speak to JP and liaise with AH concerning the Appraisal policy implementation

254 Headteacher's report

Members received in addition the Ofsted Primary Data Summary Report, SLT review of inclusion of high needs pupils with social and emotional and behavioural difficulties, and the Behaviour Policy (appendix D) table showing the Continuum of Support for behaviour. The reports were noted and queried, in particular:

a) **Targets**

Q *Have past targets been more aspirational than the current ones?*

We have consistently fallen short of our targets, so these are realistic, based on the cohort. Figures have changed slightly due to changes in pupil numbers. Progress is good but attainment continues to be problematic.

- b) **Attendance** was meeting targets at 96.1%. The small number of persistent absentees had reduced year on year. Fines were used for unauthorised holidays, with one for persistent non-attendance. AEA in the figures referred to an off-site Authorised Educational Activity.

c) **Pupil numbers**

Q *Are we basing decisions on predicted numbers going forward? What flexibility is there in staffing in terms of contracts?*

Numbers are estimated, but those reported are actual pupil numbers. These can reduce dramatically if a large family or two leave. The issue is how we divide pupils into classes. There is some flexibility in staff contracts.

Numbers are currently low in **Nursery**, and classes will be decided once Reception numbers are known in March-April. About 60 entrants are needed for next year, and the January count decides funding levels. Places are being marketed, including a new, flexible nursery offer and admission from January following a child's third birthday. Currently the Family Centre provides places for 3-year-olds who could be coming to school. Trustees there are considering their own sustainability and probable closure at the end of term, after 20 years. They have offered the nursery to the school to take on. It is unlikely the closure process could happen this quickly, but would potentially mean 33 new children in nursery from the new year.

- d) **Behaviour** difficulties had increased from Y3 last year to include significant challenges in Y1 and Y2 as well. There were more complex needs, including autism and ADHD, and greater involvement from high needs support services, including additional TAs, Educational Psychology, the Inclusion team, and Speech & Language therapists. KS2 students no longer received the same level of support as they tended to grow out of challenging behaviours. The total **cost of interventions** was £236k, not including those of the SLT and Inclusion Team.

Red cards meant the child was taken out of class and a parent called. Some of these were occasional, some repeat offenders, including one child given a red card 40 times. **Exclusions** meant that further interventions were often triggered. There had been a significant increase since last year in **violent occurrences** forms and **positive handling** records, as well as an increased frequency. These incidences had an impact on staff wellbeing.

Q *Are children involved in a review process once they are calm? Is this captured in the review plan?*
This does happen, although the number and time required is a major issue.

The **Parent questionnaire** had yielded 129 returns, covering 250-300 pupils. There had been a slight drop in parents saying behaviour was well managed, although satisfaction was still high.

A **Behaviour Support model** was received and noted, based on a Hackney model. PSPs had previously been used, with little impact, and a move to negotiated transfer, alternative provision, a Fair Access panel and permanent exclusion were included as options for consideration. It may also be possible to move a group of pupils into one class to allow those remaining to settle, before re-integration.

Serious concerns were now being shared across the SLT, and the situation was seen as being at crisis point and in need of a different approach. North Star and other external providers were under consideration as support. A meeting with JP was imminent, to consider the issue as school and in DBAT context. Central DBAT support was missing and Easton was not typical of DBAT schools, so the question of what central support could be given would be raised.

Q *What is the budgetary impact of considering these alternatives?*
Alternative provision is very expensive, and includes transport to and from the provision.

Q *What is the impact on staff? What are the risks, particularly in Y3?*
There has been an increase of three full time TAs from last year, and this will be reconsidered in the new year. The potential risks include teachers going off sick, resigning, and no pupil progress being made.

Q *Four years ago there were additional resources for dealing with behaviour. With a similar level of resources could the issue be tackled, or is it different?*
There has never been such a scale of need and change, and so few resources. Three years ago it was the majority of the class who were very challenging. Now it's a few individuals, for whom individual support is the issue. Local Authority resources no longer available include

behaviour support, school nurses, educational psychologists and others. Now schools are expected to be experts in all these areas and use our own budgets to buy in expertise.

Q *Would it be possible to reclaim any costs from the LA?*

We will try, but this is unlikely.

Q *£230k is being spent meeting the needs of SEN pupils, but we are considering figures for behavioural disruption. Are the two not separate?*

There is a blurred distinction. A good number of those behaving disruptively have undiagnosed ADHD or other conditions.

Q *Is this therefore something that can't be resolved quickly with short term expert input?*

No, it can't, but there is a need for external evaluation and input.

Q *Is it possible to do a 360 review of the structure of the day, mindfulness, and other angles?*

ACTION PO to report on progress to the next LB meeting

255 Policies

a. Previous actions:

*(245b) 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:*

This had been deferred to T3 for consideration by the Standards committee under Safeguarding.

(245c) PO to consider with LQ adding a list to the front of each policy of any changes made: This was in hand.

*(245d) Standards committee to consider **Equality Information Objectives** in T3, for recommendation to LB*

This had been considered and would be brought for review and approval to the T3 meeting.

b. Members considered and *approved* the following statutory policies considered and recommended at committee:

- Consultation process for the **Admissions Policy 2020-21**, agreed at committee to meet the deadline and incorporating some minor changes made by DBAT. Consultation to start shortly.

ACTION CMI to raise with Clare S the need for clarity concerning agreement to deferred places and the evidence required, as this applies to all DBAT schools' policies.

- **Safeguarding policies**
- **Local Board member expenses**

c. Members noted and *approved* the following school-level policy, considered and recommended at committee, noting the need for the document to cross-reference other policies:

- **Anti-Bullying**

d. Members noted those statutory policies due for review and approval in T3:

- Accessibility Plan
- Online safety
- Equality Information and Objectives

256 Ofsted preparation

ACTION PO and **CMI** to lead LB preparation for the next inspection visit at the T3 LB meeting, with all members – including new parent members – present.

LB members to consider the tabled questions in advance of the meeting.

257 DBAT staffing changes

Members noted the impending retirement of CEO John Swainston in February, and the appointment as interim CEO of Jez Piper.

ACTION **LB members** to send comments on the JD and Person Spec for the CEO post to AH by 20 Dec.

ACTION **AH / PO** to raise with JP the issue of his availability for the 15 days' support promised the school.

258 Meeting dates

Local Board (T3): Tuesday 5 February 2019, 19:00- 21:00

Resources committee: 23 January 2019, 13:15-15:15

Standards committee: 15 January 2019, 09:00-11:00

Learning walks:	Interventions	Tues 11 Dec, 08:30-12:00
	Maths	Tues 22 January 2019, 08:30-12:00

The meeting closed at 20:55

Signed (Chair)

Date

Reports received in advance:

LB and committee minutes
HT report
Parent questionnaire
SLT behaviour review report
Ofsted inspection guidance
summary data report
Policies reviewed at committee:

- Anti-Bullying
- Admissions 2020-21
- Local Board member expenses
- Safeguarding

Reports received at the meeting:

Behaviour Policy appendix D:
Continuum of support for behaviour

Glossary

AIP	Academy Improvement Plan
ADHD	Attention deficit hyperactivity disorder
DBAT	Diocese of Bristol Academies Trust
CEO	Chief Executive Officer
CIF	Condition Improvement fund
DHT	Deputy Head Teacher
EAL	English as an Additional Language
EPT	Education Partnership Trust
EYFS	Early Years Foundation Stage
GDPR	General Data Protection Regulations
GH	Governor Hub
HT	Headteacher

KS	Key Stage
LA	Local Authority
LB	Local Board
PCC	Parochial Church Council
Q	LB member's question
SBM	School Business Manager
SEN	Special educational needs
SLT	Senior leadership team
TA	Teaching Assistant
T3	term 3
Y1	Year 1