



Excellence with Equity - Endeavour with Enjoyment

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'Raise Your Flag'

Minutes of the Local Board T6 Meeting held on Tuesday 10 July 2018 at 19:00

Present:

Andrew Hogg (*Chair*)
Christina Brugger
Jeremy Bailey
Peter Overton
Torja Moore

In attendance:

Francesca Beers
Jez Piper
Clare Maybury (clerk)

226 Apologies

Apologies were received and accepted from Jill Yeomans, Celia Morgan and Ahmed Sharif.

227 Declarations of Interest

No interest was declared in any item on the agenda.

228 EYFS

The EYFS report was postponed to a later date.

229 Constitution

a Foundation member vacancies

Members noted progress on appointments to the current two vacancies, and the forthcoming vacancy arising from the stepping down on 31 July of Jill Yeomans.

Previous actions:

AH to contact David Caird and invite him to visit the school. **JB** to contact Andrew Tomlinson, to see if he is willing to apply as a Foundation LB member

Florence Weston (current SBM) had applied to become a Community Member, replacing TM who had applied as a Foundation Member. These had both been ratified by DBAT. DC had visited the school and intended to apply as a Foundation member. His application had not yet been received.

It was also noted that AH needed to be re-nominated by the PCC as his term of office was due to expire on 2 September 2018. This was in hand.

One Foundation LB member post remained. JB had held off speaking to AT, despite his relevant experience, as he was not a Christian, an apparent requirement of Foundation Members.

ACTION **JP** to seek advice on appointments of a non-Christians as Foundation Members.
JB to approach AT, once Foundation member application issues are clarified.

b Parent member election

Members noted that, as Ahmed Sharif's term of office was due to end on 24 October 2018, a Parent Member election would be required. AS had expressed interest in re-applying.

230 Minutes of the LB meeting of 22 May 2018

There were no corrections. Progress on previous actions and matters arising are generally recorded under the relevant minute.

Item 224 School events:

ACTION **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 minutes were agreed and signed by the Chair.

231 Governance

a. Committee membership and terms of reference

Membership and terms of reference would be considered at the T1 meeting in September.

b. Link members

JB and AS had been involved in the review of the Health & Safety audit report with the SBM. This was discussed at item 233a.

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

There was no discussion under this item.

d. Training

Online training modules were now available via Educare, using the new Office 365 login (welcome emails had been sent on first set-up of the new email accounts).

ACTION **LB members** to report to the LB on any training completed.
 JP to share central training logs with clerk for the Local Board's own record.

e. Visits and learning walks

Members noted the report of the Wider Curriculum learning walk on 28 June with FB, attended by CM and TM. A positive picture had been seen, and pupils they met had been polite and engaged well. Members had raised questions about the development of creative skills, for example in the presentation of work.

f. Governors' annual audit of skills

Members noted the outcomes of the 2018 audit, including the highlighted areas around HR. The appointment of FW may help in this regard, but it should also be considered in LB recruitment.

ACTION **LB** to complete DBAT self-evaluation at T1 training session on 11 September

g. BGDS Proposal for a Governors' steering group

Members noted the proposal for a strategic governance group and Chairs' network. It was agreed to support the initiative if it did not mean additional commitments for those attending.

ACTION Clerk to feed back to BGDS on the proposal for a new strategic governance network

232 Data Protection: GDPR

LB members' email addresses had largely been set up but some members were experiencing problems accessing and receiving notifications from Governor Hub. GDPR online training, available from Educare via the new Office 365 logins and due to be completed by the end of July, had been done by some members only, due to these initial difficulties.

Members noted progress made on compliance to date, including:

- School GDPR mapping had been done and an action plan was in hand. Teachers had completed online training.
- The new office had been set up with improved security for document storage, clear desks and secure shredding. This would now be rolled out to classrooms from September.
- IT security and encryption would happen from September
- A DBAT DPO review would take place shortly.

Q *Is there sufficient support and training in place for staff?*

Educare training has been helpful, although clarity is still needed as to what needs to be locked away and where, and where this creates problems. This should be clear by September. DBAT has asked for specific guidance on items such as charts that staff need to regularly refer to concerning individual pupils. Advice would be sent out and would be added into staff feedback following monitoring.

Q *What does the LB need to do to fulfill GDPR requirements?*

ACTION LB members to set up GDPR-compliant email addresses urgently if this has not yet been done.

ACTION Clerk to follow up further on problems with accessing Governor Hub.

ACTION Resources committee to add GDPR compliance as a standing item.

ACTION All LB members to log into Educare using the welcome email login link (or by googling Educare and using Office 365 login) to access GDPR and other training.

233 Reports from Committees

a. Resources Committee meeting of 13 June 2018

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

- Lisa Quinn had been appointed as SBM with effect from 1 September
- An exit interview for FW had been arranged by TM and JB for 19 July
- Progress on caretaker's house and boundary wall issues: immediate remedial work was needed, although this may mean the school acquiring responsibility, and may cost several thousand pounds. Planning consent may also be required.

ACTION JB to investigate and report on whether the school has the right to change the use of the building from a caretaker's house, and on its condition.

ACTION JB to consult with DBAT concerning the Trust deeds and responsibility. Legal advice may be required if the school is deemed liable, and costs and insurance investigated. Progress to be emailed to LB members.

- JB had learnt from the land deeds that the land on which the power substation was sited was owned jointly by the church, community centre and playing field, with no easement registered. The carpark was registered as owned solely by the school.
- The H+S audit review had shown good progress across the board since 2017. Dealing with contractors on site remained an area of concern. The idea of a Health and Safety committee had been proposed and was considered. It was noted that no other DBAT school had a separate committee; a number of high-priority items from the action plan were in hand and would be in place by T1; the H+S governor would monitor progress on the plan: this was currently AS, but it was not known if he would want to continue; the new SBM had particular experience in H&S, and a H&S walk was planned with her for July and termly thereafter.

ACTION LB to revisit the possibility of setting up a Health & Safety committee in T1

- The contract with Gleemclean for the **cleaning** would be terminated within the 90-day cancellation period, following initial problems. A supervisor may be appointed to run cleaning in-house, with the previous issues now resolved.
- The proposed budget had now been accepted by DBAT, following initial pressure to make further savings. Easton would now build up reserves over two years rather than one.

b. Standards Committee meeting of 5 July 2018

Members noted the minutes, in particular:

- The **AIP** had been considered: the updated report was received and noted.
- **Data** returns for most year groups had been considered. It was noted that those performing best were those with the most stable environments. Y4 and Y5 had not met targets, due to disruptions in teaching and classes. Behavioural issues had affected results in Y2.

c. Ethos committee

ACTION **Ethos committee** to meet on 18 Sept and report to the next LB meeting

d. Staff Wellbeing committee

ACTION **JP** to send minutes of the 14 June meeting to the clerk for Governor Hub

234 Headteacher's report

The updated report was received, noted, and queried, in particular:

- Y6 SATS results** had been received and showed good progress in the last 12 months. The first year of results was not a good indicator as assessment systems had not then been established. Since then there had been good progress. BCC analysis of the data in the next week would give a clearer picture, with the Data Dashboard available from the autumn.
- Progress:** Similar schools had been outperformed in Reading, with a conversion rate from 'Low' to 'Age Related Standard' of 45%, against a national average of 17%, and from 'Middle attaining' to ARS of 79% against 70% nationally. This showed that progress in the weakest subject was better than nationally, although conversion to 'Deepening' was slightly lower than national rates. In Maths and Reading enough may have been done to reach the top 10%, and in Writing the top 20-40%. This was a reassuring picture.

Q *Were EYFS pupils in the lowest centile across the country?*
Yes, although the current cohort have a higher starting point.

Q *How have behavioural issues impacted on results?*
This was particularly so in one class with a high level of SEN, although those with behavioural problems are not the same as the SEN students. The causes of the difference between the two Y5 classes is still being investigated as the most challenging pupils did not show difficult behaviours in Y1.

- Attainment** was now close to national figures, and Y6 teachers' appraisals would be very positive. Teacher assessments in Y6 would need to be improved and it was clear that target-setting had been over-ambitious. NFER, which was now being used well, would help with this. There remained a gap in boys' and girls' Maths, which continued to be addressed.

Q *Are reading tests continuing to be very difficult? If so, how can this be resolved?*
Language is the issue, and the poor vocabulary of students, including keywords such as

'windowsill', which prevent wider questions and tasks being understood. A super-literate environment is needed, and this is at the forefront of everything. This is a generational issue and intakes will improve over time. This is an important focus and the subject of CPD.

- d. By the end of the year **Teaching and Learning** were good. Teach-alongs and the Open Door policy had enabled a good balance of monitoring with support. Staff and the SLT work together on planning and share teaching in the sessions, with a discussion at the end to highlight good practice and show up any issues. These would now happen three times a year, alternating with more formal reviews. They would be widened out from the SLT to enable more skill-sharing and mutual support. Feedback from staff had been positive.

ACTION PO to form a pay committee for September and circulate dates. Committee to include AH, JB, TM, with support from JP

ACTION JP to provide training ahead of the Pay committee meeting

- e. **Visits** were noted, in particular an exchange trip to Bishop Henderson school and local mosque and church visits.
- f. **Inclusion and behaviour:** The **Inclusion** report was received and noted. 38 pupils had been supported by the team, which was made up of three full-time staff and several one-to-one TAs working with individuals.

Q *How are red cards, which lead to interventions, spread across the school?*

There is a spike in Y2 which then gradually improves. Red card events are currently happening daily, with members of staff being struck. There have been no permanent exclusions, but a number of pupils with autism who also have behavioural issues are progressing to specialist schools, using EHCPs. The needs are great and, although a lot of provision is in place, a high level of need in a class stretches resources.

Q *How are violent incidences recorded?*

Due to the recent frequency of events, this has not yet been fully addressed. Recording has improved but some events are missed. SLT are aware, but there is not always a paper trail.

In discussion, LB members noted the importance of recording all incidents, both for teacher protection; for the LB to be aware, and for Ofsted. It may also enable confidence to move more quickly to a permanent exclusion. This was also seen as a wellbeing issue, with staff needing to be aware incidents were not a result of their failing.

ACTION JP to visit to look at case studies, especially of violent incidents, and to consider quicker methods for recording these, possibly using SIMS. Also, to support the new SBM and the Inclusion team to develop more robust reporting and recording.

- g. The **Attendance** report was received, showing a figure slightly below the national average. It was noted that extended holidays would always be an issue in a school like Easton, but that there was an effective system of permission and fines in place.

Q *Were illness figures higher than in previous years?*

They were, due to the measles outbreak. Very positive feedback has been received following the school's response, including media interest.

- h. **Staffing** changes were noted, including the appointment of a new Y3 teacher to replace the teacher on long term sick, who had now left, and a Y1 TA. There were now 3 qualified teachers from Spain in the EYFS. Members noted the recent death of a former staff member.

- i. **Pupil numbers** were of concern, and LB members raised questions about the numbers allowable in each class, the possibility of a January intake in nursery, whether pupils who

apply must be accepted, and the need for borough-wide data on population trends to enable planning. It was noted that, as standards improve, Easton is likely to attract more pupils, and that admission numbers cannot be reduced in the immediate term as they are decided two years in advance. A review would take place in the autumn.

ACTION **Local Board**, with **DBAT** and **Local Authority** support, to consider population trends, finance and marketing to enable planning for future school places.

j. Members received and noted the updated **SEF report**

235 Policies

a. Update on actions:

Ethos committee to take forward Collective Worship policy development

ACTION **Ethos committee** to consider Collective Worship policy at 18 September meeting

LB to review Equality information and Objectives in T6 at Standards committee

ACTION **Standards committee** to review Equality information and Objectives in T1

b. Members *approved* the **Health & Safety** arrangements, including **First Aid**, as considered and recommended by the Resources committee

c. Members considered and *approved* the **Relationships and Sex Education** policy. Teaching had started for those pupils whose parents had given written permission. The policy would now be publicised and a parents' meeting held. Policy additions would be made by DBAT in the Autumn.

d. Members noted and adopted the **DBAT GDPR level 1** policies

e. Members noted those statutory policies due for review and approval in T1:

- Charging and Remissions
- Safeguarding

236 Meeting dates

Local Board Training (GDPR, data, Osted preparation, self-evaluation, committee membership):
Tuesday 11 September at 19:00

Resources committee: Wednesday 19 September 2018, 13:15-15:15

Standards committee: Thursday 27 September 2018, 09:30-11:30

Local Board (T1): Tuesday 9 October 2018, 19:00- 21:00

The meeting closed at 21:00

Signed (Chair)

Date

Reports received in advance:

- LB and committee minutes
- HT report
- Health & Safety audit report (Mar 2017)
- H&S Audit review (May 2018)
- H&S action plan following review (Jul 2018)
- Wider Curriculum learning walk report (Jun 2018)

Reports received at the meeting:

- HT report (update with SATs results)
- Inclusion report
- Attendance report
- AIP
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- Local Board audit documents
- Policy documents for approval:
Health and Safety arrangements and First Aid policy
Sex and Relationships Education
DBAT GDPR level 1 policies

Glossary

AIP	Academy Improvement Plan	LB	Local Board
DBAT	Diocese of Bristol Academies Trust	Q	LB member's question
easement	nonpossessory right to use and/or enter onto the real property of another without possessing it	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SEF	School self-evaluation report
HT	Headteacher	SEN	Special Educational Needs
GDPR	General Data Protection Regulations	SLT	Senior Leadership Team
KS	Key Stage	T3	term 3
LA	Local Authority	Y1	Year 1

