



Excellence with Equity - Endeavour with Enjoyment

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'Raise Your Flag'

Minutes of the Local Board T5 Meeting held on Tuesday 21 May 2019 at 19:00

Present:

Andrew Hogg (*Chair*)
Celia Morgan
Christina Brugger
Florence Weston
Jeremy Bailey
Peter Overton
Torja Moore

In attendance:

Clare Maybury (clerk)
Francesca Beers, DHT
Lisa Quinn, SBM
Lorna Brackstone, DBAT School Improvement
[from item 285a]

280 Apologies

Apologies were received and accepted from Ahmed Sharif and David Caird. Abbas Sharif was not present.

281 Declarations of Interest

No interest was declared in any item on the agenda.

282 Constitution

Foundation Member Vacancies

Members noted the two ongoing vacancies. Potential members had been regularly sought during the last year, with no success.

ACTION AH to forward information to all on how to recruit Foundation members

283 Minutes of the LB meeting of 26 March 2019

Corrections:

Item 275b Bungalow wall, line 1: should read "made safe, with a DBAT contribution toward some of the cost." This remained to be paid.

With this correction, the **minutes were agreed and signed** by the Chair.

Update on previous actions not elsewhere in the minutes:

Item 263f All LB members had confirmed they had read "*Keeping Children Safe*".

Item 264c *Staff wellbeing committee*

ACTION **Staff wellbeing committee**, with staff representatives, to meet in T5

Item 271 AH had written to BCC concerning the *delay in EHCP outcomes*. The Council had responded to the issue in the face of challenges from a number of schools, although no reply had yet been received by AH.

Other actions and matters arising had been completed or are recorded under the relevant minute.

284 Governance

a. Committee membership and terms of reference

There was no discussion under this item

b. Link members

Members noted the additional support of DC and JB for the Health and Safety brief, given the increased DBAT focus. They would attend the DBAT meeting on 12 June, along with AS.

c. LB engagement with staff, pupils and parents

Members were invited to attend the Parent Forum on 24 May.

d. Training

DC and FW had attended the BGDS Preparation for Ofsted training run by LBr, and TM and AH were due to attend the next session. The inspection was now likely to take place in September. Members noted that the LB training record would be considered by Ofsted only if specific issues arose, but that the LB should be aware of its own policies.

ACTION Clerk to circulate notes of the training, provided by DC

ACTION LBr to notify LB members and run follow-up training session in June

ACTION All LB members to complete at least Safeguarding online training before the T6 meeting. Other recommended courses were Prevent, FGM, GDPR and equalities.

e. Visits and learning walks

The Reading learning walk had taken place, and had been very useful to those attending.

ACTION SLT to invite LB members to Curriculum INSET days

ACTION PO to circulate confirmed date for Oracy learning walk in July

285 Reports from committees

a. Resources committee meeting of 8 May 2019

Minutes of the meeting were noted, in particular:

Budget 2019-20

Following a predicted deficit of £110k, savings had been partly achieved by a move to two-form entry and staff reductions. A grant had been received toward a late-news teachers' pension contribution increase. There had been increases in pay, partly due to implementation of the living wage, but staff losses had resulted in a current surplus of £42k.

Q *Although increased pension costs will recur, should we assume no further grant in coming years?*
The grant was specific to this year. The position changes every three years, and pensions may in future become the responsibility of MATs rather than being organised centrally.

Q *Was there also a loss from PP grant?*

Yes, although we work constantly to ensure those eligible do apply, as they may not understand the benefit to the school. We do not yet know the size of the loss from those not applying.

Q *Is the increase in class sizes likely to be detrimental to children's education?*

Research says once numbers are over 15 it makes no difference, and smaller classes are not sustainable in the long term.

Q Are staff reductions taking place through 'natural wastage'?

Yes, and the ending of fixed term contracts. Some staff funding has also been diverted to alternative provision.

Q The total surplus has been increased in the current year, but looks set to disappear in the next few years. What is the likely picture?

Pupil numbers are likely to decrease and staff costs to increase. Current, healthy reserves may need to be used for CIF contributions, bungalow works, and Management of Change costs. 8% (£160-170k) of our revenue reserves will also be held by DBAT. The five-year summary is based on projected pupil numbers. We have increased our marketing push in children's centres, nurseries and health centres, to improve nursery numbers and boost income.

Q How does our position compare with other schools?

Other DBAT schools are also struggling, with a dramatic fall in numbers at some local schools. It remains possible that some may merge or close. [LB arrived at this point]

Following this discussion, *the budget for 2019-20 was approved*

Management of Change restructuring

A draft proposal was received. Governors noted future budgets would not meet the 8% requirement. DBAT had seen and supported the 5 year plan, with the onus on the school to manage budgets and agree proposals to eliminate the deficit. This included a freeze on non-essential recruitment; the ending of fixed-term contracts, and the re-organisation of lunchtime provision to include reduced SMSA contracts; a change to TA contracts, and the addition of two new playworker posts.

In response to governor questions, it was explained that, although TAs and SMSAs do currently do some lunchtime duties, TAs would now be required to work through lunchtimes and have lunch later. This would better meet children's needs, ensuring more productive, less disruptive afternoons. The outdoor space was currently underused and the loss of play time had been flagged nationally. Important life skills were known to be developed through playing together and socialising.

The proposal would save £40k for 2020-21 but still left a substantial shortfall to be addressed following the summer spending review and in light of September numbers, possibly through further class reductions and staff redundancies.

In order to inform staff of changes before the summer break, a reduced consultation period was proposed. Two panels of non-staff, non-parent governors would be needed for the potential redundancy and appeals process. A meeting with staff and unions would take place shortly.

Following discussion, the proposal to set the Management of Change restructuring process in motion *was approved in principle.*

ACTION **LB members** to consider the Management of Change restructuring proposal in more detail and send any comments to LQ by email by the end of Thursday.

ACTION **LQ** to progress formation of two panels made up of DC (tbc), JB, AH and DBAT members, the first to meet in the week of 8 July.

Premises

The CIF bids had been confirmed and work had started, to be completed in the holidays, with permission sought, if needed, for a delay in September opening. The bids covered water piping and fire safety, with potential additional works including the kitchen extractor system. Past asbestos issues would be included in works, with the extent as yet unclear from the ongoing asbestos survey.

The Trim Trail was under construction and would be finished over half term. An opening event was planned, including Bristol Rovers team members known to the school, and using their press office.

b. Standards committee meeting of 7 May 2019

Minutes of the meeting were noted, in particular:

School review report (LB presented)

LBr had completed three days of drop-in Teaching and Learning observations and book scrutiny, focusing on curriculum coverage. Strong teaching had been seen, with some weaker pockets. SLT were already aware of issues and feedback given to weaker teachers had been taken on board and improvements made. Details of individuals had been excluded from the report for the meeting but had been shared with SLT. In-classroom behaviour was considered, with observations matching what was seen in quality of work. LBr had spent a day in the EYFS, which had been fruitful, with the self-evaluation upgraded to "outstanding".

Q *Were issues of "less effective teaching and learning" specific to Easton?*

They have been included for that reason, with examples in more detail in the longer report. LB members need to use visits to the school to help understand and explain the issues, and to back them up with examples.

Q *Why is pupils' attendance lower at the start of their school career?*

This is the usual trend, with childhood illnesses taking a toll. Young children also get more tired and, although absence is followed up, Nursery is not compulsory.

Q *Will a further report be done once the new curriculum is in place?*

Rather than a new curriculum there will be a shift in the focus of WLT responsibility toward curriculum areas and consideration of how we evidence the broader curriculum in children's work, including, for example, more outdoor work. It will help address gaps and repetitions between years. LBr has been allocated two days up to July. The LB is allocated 15 days' school improvement and three reports a year, although this has not happened to date.

Further discussion considered the need for a Trust-wide approach to the new curriculum, whilst recognising that Easton's needs are very specific and individual.

ACTION **AH** to seek clarification and request continuation of DBAT school improvement support from Lorna Brackstone beyond July up to the Ofsted inspection.

ACTION **AH** to ask at the Chairs' network meeting whether there is a Trust or Diocese position on the new curriculum framework.

36 **Safeguarding**

The annual report was received from PO, TM and FW, with the following points and queries raised:

Almost all actions raised by the annual audits had been completed. A new BCC audit would be submitted shortly, and a new action plan made. Induction and training of staff had been highlighted and would be fully in place by September. Current areas of concern included managing planned changes and personnel transitions, and ensuring Wider Safeguarding Team meetings take place.

Q *The total number of incidents over the last academic year looks huge – are these all individual?*
Each is an individual instance, although concerns may fit in more than one category. Those reported were all recorded by staff on CPOMS.

Q *Once reported, what further action takes place? Is the resolution recorded?*

Outcomes are recorded and accessed by TM. Concerns stay on the system until action has been taken and fully logged. Those reported have either been dealt with or require no further action. Some have a number of actions attached. The number reflects incidents rather than children. Urgent cases are reported to the Safeguarding team in person and relayed to First Response. The threshold for child protection is high and none of our referrals have reached it.

Q *Is this a representative snapshot? How does it compare to other schools?*

There is a higher number of cases in some other schools in the area, with different issues including

alcohol, drugs and mental health concerns. Here issues are more likely to concern neglect, poor parenting styles and Prevent. We are in discussion with BCC concerning actions and advice.

ACTION FW to book onto specific Safeguarding governor training

287 Developing the Easton CE Academy Curriculum

This item was deferred to T6.

288 Headteacher's report

The HT report was noted and questions raised, in particular:

- a. Provisional **targets** had been largely revised down having been updated with figures for leavers and joiners, and had been agreed with DBAT.
- b. Y6 **SATs** were being completed. Pupils' behaviour had been exemplary and results were expected in July, with Y2 results at the end of June. The Phonics screening check would take place in the week beginning 10 June.
- c. The **Inclusion** audit of all DBAT schools had taken place and a very positive report had been compiled, with Easton emerging as the most inclusive.
- d. There was still work to be done in **Oracy**, but visitors advised by Voice 21 had described the school as inspirational.
- e. **Behaviour:** There had been a high number of physical assaults on adults, resulting in 23 days' exclusions, and a substantial increase in the total number of exclusions over the last three years. Despite the figures, there was confidence that the school's approach was correct. Some of the increase was due to changed levels of tolerance of poor behaviour, and better recording of incidents. The number of exclusions had fallen since the introduction of CAT class.

Q *What is the story behind some of the high numbers of exclusions in particular year groups?*

The predominance of Y3 in the figures is down to a small number of pupils needing extra support or provision, and is not generalised. The chance of further high-needs children coming to the school via the Fair Needs panel is increasing as the number of local schools able to accept them has decreased, four now being in special measures.

Q *What is the impact of the high number of assaults and incidences of persistent disruption on staff wellbeing?*

There has been some staff absence, due to stress rather than physical injury, with the situation being managed and under review through supervision. OH are involved and return-to-work interviews are held. We are asking DBAT to implement similar support across their schools, via a formalised pathway.

Q *Do children feel safe at the school?*

The pupil questionnaire showed that most pupils feel safe, with classrooms calm and protected. Disruption often takes place outside the classroom.

ACTION LBr to meet with pupils as part of her planned visit to consider behaviour.

PO and Laura Connors had visited The Nest alternative provision and concluded that Easton would not be suitable for a similar unit as building works would be needed. CLF may offer places, bought by Easton as needed, at a new provision based at Evergreen school.

Q *How will places at The Nest 2 be funded?*

There are some LA-funded places, where we pay for taxis. The scheme is cost-neutral, as we would need to fund additional TA support if pupils remained in school.

f. **Attendance** overall was at 95.6%

g. **Staffing:** there were a number of teacher and TA resignations, including Francesca Beers as DHT, as well as non-renewal of fixed term contracts. A new teaching appointment had been made. The proposed staffing structure was noted, including adjustment of the SLT to cover responsibilities previously taken by FB, whose role would not be replaced. This would be reviewed in the new year. Subject leadership would now be strengthened across the WLT, with career progression not hindered by the change.

Q *Is there any concern about overloading staff with these additional responsibilities, given existing stated workload levels? How much planning is involved?*

This is a re-focus to different priorities rather than additional workload. It has been planned for and developed over the last few years and will be in place by the end of this year.

h. **Class restructure** options, including the preferred option for three Y1 classes and two in Y2, were noted, considered and supported.

The HT was thanked for his report.

289 Policies

- a. Statutory school-level policies, reviewed and recommended at committee ,were *adopted* as follows:
- Nursery Admissions 2020-21
- b. School-level policies, reviewed and recommended at committee ,were *adopted* as follows:
- Positive Handling
 - Volunteers
- c. Statutory policies due for review and approval in T6 were noted:
- Behaviour (Standards)
 - CCTV (Resources)
 - Health and Safety (Resources) - including Risk Assessment, First Aid and DBAT pt1 and pt2 H&S policies (Resources)
 - Premises Management documents (Resources)
 - Sex Education (Local Board)

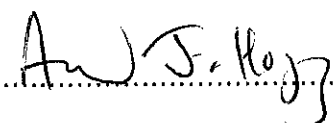
290 Meeting dates

Local Board (T5): Tues 16 July 2019, 19:00- 21:00
Resources committee: Weds 26 June 2019, 13:15-15:15
Standards committee: Thurs 9 July 2019, 09:00-11:00

Curriculum INSET training days: tbc
Oracy learning walk date in July tbc

Parent Forum: Fri 24 may, 09:00-10:00

The meeting closed at 21:05

Signed (Chair) 

Date

Reports received in advance:

(item 285a) Budget reports:

- 2019-20 budget for approval
- 2019-2023 budget summary
- 2019-2023 budget narrative

(item 286) Safeguarding report

(item 288) HT report

(item 288) Staffing structure

(item 289) School-level policies:

- Nursery Admissions 2020-21
- Positive Handling
- Volunteers

Reports received at the meeting:

Draft proposal for Management of Change
Restructuring

Glossary

AHT	Assistant Head Teacher	GH	Governor Hub
BCC	Bristol City Council	HT	Headteacher
CIF	Condition Improvement fund	KS	Key Stage
CPOMS	Child Protection Online Management System	LB	Local Board
DBAT	Diocese of Bristol Academies Trust	Ofsted	Office for Standards in Education
EHCP	Education, Health and Care Plan	PP	Pupil Premium (grant)
		Q	LB member's question
EYFS	Early Years Foundation Stage	SIO	School Improvement Officer
FGM	female genital mutilation	SLT	Senior leadership team
GDPR	General Data Protection Regulations	TA	Teaching Assistant
GDS	(Bristol) Governor Development Service	T3	term 3