



## MINUTES OF THE MEETING OF THE SCHOOL DEVELOPMENT BOARD TUESDAY, 14<sup>th</sup> NOVEMBER 2023



The Meeting commenced at 17.55 and was held virtually using Microsoft Teams.

1.	Those Present		Also Attending	
	Louise Bennett	LB	Roger Slater	SL (Clerk)
	Cassie Brown	CB	Tammi Wainwright#	TW (Deputy Head)
	Emma Irvine	EI		
	Joanne Munyard	JM	# arrived at 18.02	
2.	Apologies for Absence		Also Absent	Action
	Lisa Taylor	LT	Gary Tatnell	GT
	Keith Ryder	KR		
	Rachael Stewart	RS		
	Deborah Whitfield	DW		
	<p>It was noted that the last meeting GT had attended was on 21<sup>st</sup> March 2023. He had then sent apologies for the meeting on 22<sup>nd</sup> May 2023 but no apologies were received for the meetings in June and September 2023 and no apologies had been received for today's meeting. EI advised that she has made several attempts to contact GT about his non attendance. SL advised that item 3.6 of the CBAT Terms of Reference states: "A Local Governor shall cease to hold office if they are absent without the permission of the Local Governors from all their meetings held within a period of six months and the other Local Governors resolve that their office be vacated." It was agreed that if GT has not made contact by 22<sup>nd</sup> November 2023, EI should email him to advise that his office as a governor has been terminated. SL to draft a suitable email.</p>			<p>SL to draft an mail to GT advising that hi role as a governor has been terminated; to be sent by EI on 22<sup>nd</sup> November 2023 if GT has not made contact. (11)</p>
3.	Declarations of Interest			
	No interests were declared.			
4.	Chair's Report			
	EI advised that she has now published the Safeguarding policy on the website and explained that Word versions of all CWJS Policies are available on GovernorHub.			
5.	Election of Vice Chair			
	It was agreed to defer the election of the vice chair to the next meeting when more governors will be present.			
6.	Approval of Minutes			
	The Minutes of the SDB meeting held on 19 <sup>th</sup> September 2023 were approved as a true record.			
7.	Matters Arising			
	(i) <b>Action 36</b> – It was agreed that this action is now out of time.			
	(ii) <b>Action 58</b> – It was agree that his action is now out of time.			
	(iii) <b>Action 74</b> - Completed.			
	(iv) <b>Actions 1, 2, 3, 4, 5, 8, 9 and 10</b> – Completed.			

	(v) <b>Actions 6 and 7</b> – Pending anonymisation. It was agreed to close these actions in favour of the key points being reviewed during the next governor monitoring visits for SEND and Behaviour.	
8.	<b>Risk Register Review</b>	
	<p>Governors considered the following:</p> <ul style="list-style-type: none"> <li>➤ <b>Staffing</b> – LB explained that she wants to recruit a PPA teacher and that 3 TP posts are currently being covered by agency staff, who are all working well. LB advised that the challenging behaviour of certain children is impacting on the capacity of SLT and teachers to be able to do their jobs.</li> <li>➤ <b>Site</b> – No changes to the risks already identified.</li> <li>➤ <b>Governor Recruitment</b> – A parent governor election had been launched on 13<sup>th</sup> October 2023 but no nominations had been received by the deadline of 7<sup>th</sup> November 2023. It was agreed to try again in the Spring.</li> </ul>	LB to update Risk Register. (12)
9.	<b>Executive Headteacher's Report</b>	
	<p>Prior to the meeting governors received via GovernorHub the following documents:</p> <ul style="list-style-type: none"> <li>➤ HT Report Autumn 2 2023-24 – 14/11/2023</li> <li>➤ Behaviour Sanctions 2023-24</li> <li>➤ CWJS SDP 2023-24</li> <li>➤ PP Strategy Statement – November 2023</li> </ul> <p>The following matters were discussed:</p> <p><b>Context</b></p> <p>(i) Governors noted that the number of SEND children is well above the National average as is the number of pupils receiving Free School Meals. The latter has led to an increase in PP funding from £56K last year to £80K for 2023-24.</p> <p>(ii) LB highlighted that the balance of Summer born pupils is heavy, especially in Year 3 where it is 40%. Year 3 has a large percentage of boys (64%), and a third of the year group are on the SEND register. LB commented that Year 3 contains a lot of pupils with emotional needs, and includes pupils who have transferred from other schools.</p> <p>(iii) <b>EI:</b> I notice that the Attendance by Year Group table in your report shows Year 4 to have a particular issue?  <b>LB:</b> In comparison with other year groups it looks worse, but it is nevertheless still at 92.5%. There are a number of pupils in Year 4 who are distorting the figures because of substantial factors, e.g.</p> <ul style="list-style-type: none"> <li>➤ 2 are from traveller families</li> <li>➤ 2 have deregistered and a another parent wants to deregister her child for EHE (Elective Home Education) – although this is being reviewed by Social Care, and</li> <li>➤ A child from this year group has been permanently excluded.</li> </ul>	

	<p><b>Behaviour</b></p> <p>(iv) LB explained that there has been an increase this year in the number of suspensions. Two children are currently on part-time timetables and are attending alternative provision in the afternoons LB added that the LA understands the reasons for this. A pupil was suspended yesterday for 4.5 days after hitting out at a teacher.</p> <p>(v) LB commented that staff are highly skilled at dealing with issues of behaviour and said that the vast majority of pupils are doing well. Suspension is only used in extreme cases of breaches of the school's behaviour policy. LB advised that there are 3 children currently are at risk of permanent exclusion.</p> <p><b>JM:</b> When children are suspended what happens to them?</p> <p><b>LB:</b> If the suspension is for less than 5 days we supply work for them to do at home. We support them with online resources. If it is for longer than 5 days, the LA's Inclusion team has the responsibility to provide alternative provision after the 5<sup>th</sup> day. If the child is in Care we liaise with their social worker. We ask parents to accompany their children for a reintegration meeting when the child comes back to school. A risk assessment is shared with the parents.</p> <p><b>JM:</b> Is the inclusion team readily available?</p> <p><b>LB:</b> It's a bit 'hit and miss.'</p> <p><b>Behaviour Sanctions 2023-24</b></p> <p>(vi) Referring to the Behaviour Sanctions for 2023-24 document, LB explained that there had been no changes made for this year. El said she felt it was a very good document. The Behaviour Sanctions for 2023-24 were approved.</p> <p><b>Staffing</b></p> <p>(vii) LB advised that one of the Year 6 classes is still being taken by a part-time maternity cover.</p> <p>(viii) SM is coming back in February and has booked 10 KIT days between November and her return.</p> <p>(ix) Helen Fisher (PPA teacher) has resigned and an advert has been placed.</p> <p>(x) An assistant SENDCo who has lots of SEND experience has been appointed to work across CWJS and Callowell. She will shadow TW initially and will eventually have her own case load. LB explained that this appointment is part of the plan to build capacity and share good practice across both schools and within the Trust, as well as creating a hub for resources.</p> <p><b>EI:</b> Would she be a back stop for covering gaps in classrooms?</p> <p><b>LB:</b> As a last resort, but her job is to support SEND children.</p> <p>(xi) <b>EI:</b> Do you feel that there is any correlation between the increase in behaviour issues and time that you and TW are not on site this year?</p> <p><b>LB:</b> What do you think, Cassie?</p> <p><b>CB:</b> There is more challenging behaviour this year, especially from the new cohort. The school is no different when LB and TW are</p>	
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	<p>here and when they are not because the Phase Leaders are the first port of call.</p> <p><b>EI:</b> Is there ever an operational gap?</p> <p><b>CB:</b> No, and I know that the other Phase Leader feels the same.</p> <p>(xii) Regarding <u>Performance Management</u>, LB explained that she has delegated the role of reviewer to the senior leaders, e.g. CB. Wellbeing is part of the discussion during PM meetings. LB said she is confident that the right people have been put in the right places for the first round of meetings which went smoothly.</p> <p>(xiii) LB highlighted the success of the recent subject leadership INSET day, held on 6<sup>th</sup> November for teachers of both schools. The day included time for teachers to look at policies and action plans.</p> <p><b>TW:</b> There was good collaborative working. Staff from both schools are really keen to work together.</p> <p><b>LB:</b> We know from the PM meetings that staff want to improve their practice and have registered all teachers for NPQ qualifications.</p> <p><b>Assessment – Whole School Entry Data</b></p> <p>(xiv) LB referred governors to the pupil performance data section of her report and commented that Writing is a particular cause for concern and is therefore a priority for the SDP together with Reading and Maths.</p> <p>(xv) LB observed that the Year 6 entry data shows good potential.</p> <p>(xvi) It was noted that TW is holding SEND review meetings for parents.</p> <p>(xvii) <b>EI:</b> Phonics is looking good.</p> <p><b>LB:</b> Half termly phonics assessments will take place next week, and we have parents' evening next week. I'll provide a more comprehensive data report for the next SDB meeting.</p> <p><b>SDP 2023-24</b></p> <p>(xviii) LB explained that all members of SLT have looked at the SDP and requested that governors feedback their thoughts asap. Actions have been RAG-rated. It was agreed that LB will upload the SDP as a shared document on SharePoint for governors to be able to add to evidence and impact, by citing their monitoring reports etc. She also asked that governors consider actions for Priority 7.</p> <p><b>Pupil Premium Strategy 2023</b></p> <p>(xix) LB explained that the figures for last year's PP spend have yet to be finalised. This will be done as soon as the Audit has been completed.</p> <p>(xx) It was noted that PP funding may be used for enrichment, uniform etc to ensure that PP children feel included. Most of the spend is earmarked for intervention programmes.</p> <p>(xxi) Governors voted to approve the PP Strategy pending inclusion of last year's spend figures. It was noted that the Strategy must be published on the school's website by 31<sup>st</sup> December 2023.</p>	<p>LB to share SharePoint link with governors for SDP asap. (13)</p>
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10.	<b>Staff Wellbeing</b>	
	<p>(i) CB explained that as part of their Performance appraisal meetings, staff have been given the opportunity to talk about what is affecting their wellbeing and how the school can support them. CB commented that staff have felt that their appraisal meetings have been a safe space in which to 'vent' how they are feeling. CB told governors that this had also been her experience of her appraisal meeting with TW.</p> <p>El: It's good that leadership has put this initiative in place for staff wellbeing to be integral to the appraisal process.</p> <p>(ii) CB referred governors to the comments she had made at the previous SDB meeting about staff feeling stretched due to the challenging behaviour particularly of the new Year 3. She said that since then the children have been increasingly better behaved while at the same time staff have been able to plan more for the children's behavioural needs.</p>	
11.	<b>Governor Monitoring</b>	
	<p>(i) JM advised that she is coming into school on Friday to look at Phonics.</p> <p>(ii) El will be in school next week to look at the SCR and will meet with CB on Friday afternoon regarding handwriting and spelling.</p> <p>(iii) It was noted that the schedule for governor monitoring is on GovernorHub in the September 2023 meeting folder. Governors were asked to contact LB re visit dates for the Spring term. El will send a WhatsApp message to governors regarding this.</p>	El to send WhatsApp reminder to governors about arranging dates for monitoring visits in the Spring term. (14)
12.	<b>Policies</b>	
	<p>(i) Governors noted the implementation of the following CBAT policy: ✓ Pay Policy 2023</p> <p>(ii) Governors considered the following CWJS policies:</p> <ul style="list-style-type: none"> <li>➤ <b>Admissions</b> – Approved.</li> <li>➤ <b>Behaviour</b> – Approved. SL advised that during a recent training on Exclusions he had attended it had been emphasised that schools must ensure that parents are made fully aware on at least an annual basis of the behaviour policy. This should be more than just publishing it on the website. (SL queried whether the school should also have a separate Statement of Principles of Behaviour. He looked into this following the meeting and advised LB that it is not a statutory requirement for academies).</li> <li>➤ <b>SEND</b> – Approved.</li> <li>➤ <b>Anti-Bullying</b> – Approved. CB: Does this policy apply to bullying outside of school? LB: We give advice about, e.g. cyber bullying and mediate to ensure it does not spill over into the life of the school. The bottom line is that bullying outside of school is the parents' responsibilities.</li> <li>➤ <b>Marking</b> – Approved.</li> </ul>	El to produce final versions of policies and publish on the website as applicable. (15)
13.	<b>Governors' Training</b>	
	<p>(i) El reported that he had completed a training earlier that day on FGM.</p>	

	(ii) EI asked whether she needed to renew her level 2 Safeguarding training. SL advised that for her role as Safeguarding governor she needed to do the Level 3 multiagency training provided by GSCP.	
14.	<b>Questions to Leadership</b>	
	(i) No questions had been received prior to the meeting. (ii) <b>EI:</b> It feels like SLT are working above and beyond, including the Phase leaders, and hopefully the new assistant SENDCo and SM once she returns will help to alleviate the situation.	
15.	<b>A.O.B.</b>	
	(i) Governors noted the latest versions of the CBAT SoD and ToR dated March 2023. (ii) EI will contact governors via WhatsApp to arrange a Pay Panel meeting asap.	EI to arrange a pay panel meeting asap. (16)
16.	<b>Dates of Next and Future Meetings</b>	
	<ul style="list-style-type: none"> <li>• Mon, 11<sup>th</sup> Dec 2023 – Teams</li> <li>• Tue, 30<sup>th</sup> Jan 2024 – Teams</li> <li>• Tue, 19<sup>th</sup> Mar 2024 f2f</li> <li>• Mon, 13<sup>th</sup> May 2024 Teams</li> <li>• Tue, 25<sup>th</sup> Jun 2024 – f2f</li> </ul>	

The meeting closed at 19.21

Signed as a true record: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair