

Delta Education Trust
LOCAL GOVERNING BODY
Minutes of The Quay School Local Governing Body (TQS LGB) Meeting
16:00 Wednesday 06 March 2019

**DECISION
QUESTION**

PRESENT:

Laurie Keane, Chair	LK
Ian Alexander	IA
Patricia Snook	PS
James Bray	JB
Sarah Haywood	SH

IN ATTENDANCE:

Sarah Broadfoot, Your Clerk	YC
Russell Arnold, Headteacher	RA
John White, Chief Executive Officer (CEO)	JW (arrived at 16:10, left at 17:00)
Kate Squires, KS3 and KS4 Teacher	KS (left at 16:25)

ITEM	ACTION
1.0 WELCOME & APOLOGIES	
1.1 <u>APOLOGIES (accepted)</u> Jack Galloway (JG)	
1.2 <u>RESIGNATIONS</u> LK updated Governors that Fran French (FF) has resigned from the Local Governing Body (LGB) for the Quay School with immediate effect.	
2.0 DECLARATIONS OF INTEREST No updates to the existing records are required.	
3.0 MINUTES OF THE PREVIOUS MEETING (05 December 2018) This item was taken after item 4.0. Prior to the meeting, Governors received a copy of the minutes. The minutes were agreed as an accurate record of the meeting.	
4.0 MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)	
4.1 <u>NURTURE & COFFEE AREA AT HARBOURSIDE</u> This item was taken before item 3.0. RA updated Governors that student well-being is a focus for the school and that the majority of pupils struggle with social time with their peers. The development of the new nurture and coffee area at the Harbourside site is to better support this, to create a productive environment for the pupils. KS provided Governors with an overview of the design and plans for, and the philosophy behind, the new nurture and coffee area at the Harbourside site. JW joined the meeting. GOV Q (SH): The plans show the seating facing the windows, which does not seem conducive to a social environment; are there other areas available? Yes, KS explained that there will be different 'zones' within the nurture/coffee area. KS advised that the planting is key to ensure separation and screening. Governors are	



	<p>pleased with the plans. KS invited further questions from Governors.</p> <p>GOV Q (PS): Will the area only be used at breaktimes? RA explained that we are trying to create an area that can be better utilised, including lunch and break times. Governors suggested having an opaque finish to the door window.</p> <p>GOV Q (SH): How will the space be supervised? RA advise that all pupils are supervised at all times; pupils will not be in the nurture/coffee on their own. JB suggested having a designated area for staff to be located in the room. RA advised that the room is quite large and offers flexibility.</p> <p>Governors thanked KS for her report. KS left the meeting.</p>	
4.2	<p><u>GOVERNOR TRAINING</u> At the last LGB meeting, all Governors were asked to please return to LK the questionnaire sent by LK to help ascertain the strengths across the LGB and identify any training holes to LK prior to the next LGB meeting. LK reported that the majority have been returned and reminded those Governors that have not yet made their return, to please do so asap.</p>	ALL
4.3	<p><u>GOVERNOR CHALLENGE</u> LK clarified that he believes that challenge is adequate because it is on an ongoing basis. LK clarified to Governors on how best to challenge the school, advising that Governors should raise any items that they wish to be recorded in the minutes at the meeting.</p> <p>LK advised Governors to please provide any queries to the Senior Leadership Team (SLT) in advance of meetings, so that responses can be prepared and shared with YC prior to the meeting, to ensure that the minutes of LGB meetings are as comprehensive and as accurate as possible.</p>	
4.4	<p><u>VICE-CHAIR</u> As a result of FF's resignation from the LGB, there is currently a vacancy for the Vice-Chair of the LGB. LK provided Governors with an overview of the role and disqualification and invited volunteers to undertake the role. JB expressed an interest to undertake the role and left the meeting while Governors considered the proposal.</p> <p>DECISION: LK proposed that JB assume the role of Vice-Chair for the Local Governing Body (LGB) of The Quay School (Delta Education Trust). This was unanimously agreed.</p> <p>JB returned to the meeting.</p>	
4.5	<p><u>GOVERNOR RECRUITMENT</u> Governors discussed the current vacancies on the LGB, agreeing to actively recruit an additional two (possible) three Governors. Governors are asked to please approach any contact who they feel would be a suitable candidate and pass on details to LK to progress applications.</p>	ALL
4.6	<p><u>NAMED LINK GOVERNORS</u> As a result of FF's resignation from the LGB, there is currently a vacancy on the LGB for the Link Governors for: the following areas</p>	

4.7	<ul style="list-style-type: none"> • Careers • Performance Data • Finance • Safeguarding and Child Protection • Pupil Premium Grant (PPG) <p>DECISION: LK proposed that LK assume the role of Careers Link Governor for the Local Governing Body (LGB) of The Quay School (Delta Education Trust). This was unanimously agreed.</p> <p>DECISION: LK proposed that SH assume the role of Finance Link Governor for the Local Governing Body (LGB) of The Quay School (Delta Education Trust). This was unanimously agreed.</p> <p>DECISION: LK proposed that JB assume the role of Performance Data Link Governor for the Local Governing Body (LGB) of The Quay School (Delta Education Trust). This was unanimously agreed.</p> <p>DECISION: LK proposed that PS assume the role of Safeguarding and Children Protection Link Governor for the Local Governing Body (LGB) of The Quay School (Delta Education Trust). This was unanimously agreed.</p> <p>DECISION: LK proposed that SH assume the role of Pupil Premium Grant Link Governor for the Local Governing Body (LGB) of The Quay School (Delta Education Trust). This was unanimously agreed.</p> <p><u>SCHOOL WEBSITE</u></p> <p>LK updated Governors that the new school website is about to go live, pending upload of data. LK shared with Governors the work he has done to review the new website’s menu structure and content, advising that he has red-amber-green (RAG) rated it and several items were flagged a red.</p> <p>LK reported that he and RA will be working to ensure that the missing data is compiled and submitted for upload as soon as possible. LK advised that further updates on the website will be provided to Governors via email. YC to contact Governors via email to request the information required to be published about the Governing Body for the school website and the DfE’s Getting Information About Schools (GIAS).</p> <p>SH advised that she is having difficulties with her email. SH to contact the school to discuss and resolve the issues.</p> <p>LK advised that he has also compiled a list of all statutory items required for the new website. Governors agreed that a Link Governor for this would be useful. Item to be added to the agenda of the next LGB meeting.</p>	<p>LK YC ALL</p> <p>SH</p> <p>YC</p>
5.0	NOTIFICATION OF AOB	
	None	
6.0	HEADTEACHER’S REPORT	

<p>This item was taken after item 7.0. Prior to the meeting, Governors received a copy of the report; hard copies were also made available at the meeting (a copy is attached to the meeting attendance register).</p> <p>RA updated Governors on the changes made to the staff programme for continued professional development (CPD) for the current academic year. RA advised that since November-December 2018, the new programme has really come into its own, with staff engaged in discussions about their own individual projects.</p> <p>RA advised that in the next academic year, the CPD programme may be handed over to the Sigma Teaching School to manage. Item to be added to the agenda of the next LGB meeting, with staff invited to provide an overview of how the CPD programme has benefitted them individually.</p> <p>RA provided Governors with an overview of staff appointments and vacancies as detailed in his report. RA to liaise with Governors via email on their availability on the interview dates, as detailed in his report.</p> <p>RA provided Governors with an overview of the school's current financial situation, as detailed in his report. RA reported that the school has a predicted deficit and is working to reduce this to a zero balance. RA that an additional income of £14,000 was received in the current academic year; however, the school has sent more than originally budgeted for.</p> <p>RA reported that the school currently has a £30,000 in-year surplus and the school is £5,000 better off at this point in the academic year than originally predicted. RA reported that he meets monthly with the Trust's Chief Financial Officer (CFO) to review income and expenditure.</p> <p>RA provided Governors with an overview of pupil numbers, as detailed in his report. RA advised that there are currently twelve pupils who are attracting additional funding. RA advised that within the next month, the school will be full.</p> <p>GOV Q (JB): Did you have staff with lots of timetable gaps at the start of the academic year?</p> <p>No. RA advised that a lot of supply has been used to cover vacancies. While this has resulted in high expenditure on the supply budget, it has enabled greater flexibility.</p> <p>RA reported that an additional eleven pupils have joined the school since 06 December 2018. RA advised that the school is currently directing all interventions (currently three pupils) to the Aweigh School. RA advised that the success of the Aweigh School is reliant on income for funding, which comes from outside of the Trust and other schools using it.</p> <p>GOV Q (SH): How are you advertising the Aweigh School?</p> <p>On the <i>Dorset For You</i> website and via staff when they visit schools about transition. RA advised that the school also has a brochure; however, networking and face-to-face marketing is the main tool. JB suggested implementing a mail shot at the time of year when schools are planning timetables.</p> <p>RA provided Governors with an overview of pupil attendance data, as outlined in his</p>	<p>RA</p>
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	<p>report, advising that overall, attendance is currently at 76%, which is the same as it was in December 2018. RA advised that all pupils are now included in the data, rather than certain individuals being removed. Nationally, PRUs are at 66% for attendance.</p> <p>RA reported that there has been a total of eight days' fixed term exclusions. RA updated Governors that a further physical assault against a member of staff occurred yesterday (05 March 2019). RA advised that the school is moving towards the Norfolk Scheme, which is a new programme for managing challenging behavior and physical restraint, which is focused on de-escalation.</p> <p>GOV Q (JB): Are the incidents involving separate pupils? Yes. RA advised that there is little aggression between pupils at the Harbour School, it tends to be triggered by an event that has taken place outside of school, e.g. a comment on social media, etc.</p> <p>RA provided Governors with an overview of the upcoming and ongoing priorities, as detailed in his report. RA explained to Governors that over the past few years he has noticed that on arrival at the schools, behavioural and medical pupils perform well and then it dips; and then, it moves back up again, creating a 'data curve'. RA talked Governors through the progress data for each school.</p> <p>GOV Q (LK): Is this not why our data is not published? Yes. RA advise that the Middle Leaders are very adept at analysing data.</p> <p>GOV Q (JB): Is there a point at which a more in-depth explanation is tabled, which a Governor could review at visit? Yes.</p> <p>GOV Q (JB): Do we have a designated Performance Link Governor? No. This would not be inappropriate; we need to measure progress by outcomes. Governors discussed the need for a Performance Link Governor. RA is supportive of this, advising that the data does require a discussion. Please refer to item 4.6.</p> <p>RA shared with Governors the data comparing disadvantaged pupil performance to non-disadvantaged pupils. Governors agreed that going forward, RA should provide key headline data to the LGB via email, outside of meetings. RA shared with Governors the report format used for data recording, which would be used in the event of an OfSTED inspection.</p> <p>RA invited any further questions from Governors. None received. Governors thanked RA for his report.</p>	RA
7.0	TRUST UPDATE	
	<p>This item was taken after item 4.3. JW updated Governors on Trust development and negotiations taking place with the Department for Education (DfE) about ownership of Coppice Spring School. JW advised that the best solution found is for Coppice Spring School to be transferred to another Trust; this process is currently underway. JW advised that all staff at Coppice Spring School are aware of the transfer.</p>	

Commented [LK1]: My recollection is that we said that we were not required to have one, not that it was inappropriate... hence the decision to appoint one.

GOV Q (JB): How do you feel about how the situation was dealt with by the Regional Schools Commissioner (RSC)?

As well as they could under the circumstances.

JW reported that provided if all goes to plan, Coppice Spring School will transfer ownership at the beginning of September 2019.

GOV Q (JB): What happens to the deficit?

Negotiations on this are ongoing.

JW updated Governors that the plans for the Dorset Free School in Bovington are going well. Provided all goes to well, the site will open in September 2019, with twenty-five pupils on roll in a temporary building. The permanent building should then be in place two years later, with the numbers on roll rising to over two-hundred.

GOV Q (JB): How much interaction do you envisage of staff across the school?

There will be sharing of some things, e.g. the Aweigh School; however, we don't envisage staff doing two days at one site and two days at another, for example.

LK advised that the public consultation went well, with 90% of attendees supportive of the application. JW advised that the designated area of 'ancient' woodland is not going to be a part of the school site.

GOV Q (SH): How old is the 'Ancient' woodland?

The exact dating is unknown, but it has a special *Natural England* designation and has been there since before the surrounding buildings were erected.

JW updated Governors on the Portsmouth School, which is now going through the formal process of joining the Trust, including Commercial Transfer Agreement (CTA) and TUPE arrangements for staff.

JW advised that Portsmouth Council is hopeful that the transfer will be complete by September 2019; however, JW feels that October-November 2019 is more feasible. JW advised that the Trust has developed a positive working relationship with Portsmouth Council.

GOV Q (SH): How will the acquisition affect the Trust?

The Trust will grow in size, because it is a large special school and also an alternative provision school, with over two hundred pupils and one-hundred and thirty staff. JW advised that it will affect the pay roll process.

GOV Q (SH): Does it mean that the facility will become more available to other schools in Poole and Bournemouth?

Theoretically, yes; however, due to location, it wouldn't really be feasible.

GOV Q (JB): Have you got a name for the new school?

The Wymering School, due its location.

JW updated Governors on the socio-economic situations and demographics of

	<p>Portsmouth, advising that the Trust is dealing with the renaming of the school in consultation with local residents to avoid any conflict or negative feedback.</p> <p>JW provided Governors with an overview of the work he is currently undertaking, including looking at how the Trust is structured. JW advised that there are two models for how Academy Trusts are run:</p> <ol style="list-style-type: none"> 1) The Trust delegates the management of teaching and learning to the Headteacher(s) of the school(s) and everything else is run centrally, e.g. finance, etc. JW advised that this model provides little autonomy to the schools and their LGBs 2) The Trust Central Team remains small and provides the functionality for the multi-academy trust (MAT) in term of ethos and providing support for operations. JW advised that the implication for this is that the majority of accountability moves back to the individual school(s); in turn, the implication for LGBs is that they too have a lot more accountability, e.g. finance, special educational needs (SEN), curriculum, etc. <p>JW advised that following investigation and visits to other schools and Trust utilising these two models, JW will be proposing to the Trust Board to adopt the second model.</p> <p>JB is keen to understand how this model will work at a practical level, as well as how frequently this will be reviewed to ensure it remains fit for purpose. JW feels that continued autonomy is one of the reasons the Trust has been successful and is keen to ensure this remains going forward. JW invited any further questions from Governors. None received. Trust Strategic Plan to be added to the agenda of the next LGB meeting.</p> <p>Governors thanked JW for his report. JW left the meeting.</p>	YC
8.0	GOVERNOR VISITS (REPORTS BACK ON ANY FINDINGS)	
	<p>JB reported that he visited the Quay School yesterday (05 March 2019) and is keen to arrange a visit to the Aweigh School and Harbourside. JB will contact the school to arrange a visit at the beginning of April 2019. LK updated Governors that he came along to the last INSET Day, and also attended the last Parent's Evening.</p>	JB
9.0	PUPIL PREMIUM GRANT (PPG) LINK GOVERNOR	
	<p>Please refer to item 4.6. RA to send the latest Pupil Premium Statement to SH.</p>	RA
10.0	PARENTAL ENGAGEMENT	
	<p>LK updated Governors that the school needs to undertake the process for the appointment/election of a Parent Governor. YC to send template guidance to LK. Governors discussed the use of staff photographs. LK to liaise with RA outside of the meeting to get this agreed with staff.</p>	YC LK
11.0	POLICIES	
11.1	<u>ANTI-BULLYING POLICY</u>	
	<p>Prior to the meeting, Governors received a copy of the Policy. Governors agreed to include the item on 'bedwetting'.</p>	

	<p>DECISION: JB proposed to adopt the Anti-Bullying Policy (v1) for the Quay School (Delta Education Trust), as presented. This was seconded by PS and unanimously agreed.</p>	
11.2	<p><u>EXAM CONTINGENCY PLANS</u> Prior to the meeting, Governors received a copy of the Plans.</p> <p>DECISION: JB proposed to adopt the Examination Contingency Plans (v1) for the Quay School (Delta Education Trust), as presented. This was seconded by PS and unanimously agreed.</p>	
11.3	<p><u>(EXAM) PROVIDER ACCESS STATEMENT</u> Prior to the meeting, Governors received a copy of the Statement.</p> <p>DECISION: JB proposed to adopt the Examination Provider Access Statement (v1) for the Quay School (Delta Education Trust), as presented. This was seconded by PS and unanimously agreed.</p>	
11.4	<p><u>DRUGS POLICY</u> Prior to the meeting, Governors received a copy of the Policy.</p> <p>DECISION: JS proposed to adopt the Drugs Policy (v1) for the Quay School (Delta Education Trust), as presented. This was seconded by PS and unanimously agreed.</p>	
11.5	<p><u>EXCLUSION POLICY</u> Prior to the meeting, Governors received a copy of the Policy.</p> <p>DECISION: JB proposed to adopt the Exclusion Policy (v1) for the Quay School (Delta Education Trust), as presented. This was seconded by PS and unanimously agreed.</p>	
12.0	<p>ANY OTHER BUSINESS</p> <p>None</p> <p>DATE OF NEXT MEETING: 15:30 Monday 17 June 2019</p> <p>CLOSE: 18:00</p>	

Prepared by Sarah Broadfoot
Thursday 07 March 2019

Approved _____

Date _____

SUMMARY OF ACTIONS

Laurie Keane

- provide further updates on the website to Governors via email
- liaise with RA outside of the meeting to get use of staff photographs agreed with staff

Russell Arnold

- liaise with Governors via email on their availability on the interview dates, as detailed in the Headteacher's Report
- going forward, please provide key headline data to the LGB via email, outside of meetings
- send Pupil Premium Statement to SH

James Bray

- contact the school to arrange a visit to the Aweigh School and Harbourside at the beginning of April 2019

Sarah Haywood

- contact the school to discuss and resolve the issues with your email

Your Clerk

- ensure Trust Strategic Plan (JW) is added to the agenda of the next LGB meeting
- contact Governors via email to request the information required to be published about the Governing Body for the school website and the DfE's Getting Information About Schools (GIAS).
- ensure website Link Governor is added to the agenda of the next LGB meeting
- send template guidance to LK on parent Governor elections (Academy)

ALL

- please return to LK the questionnaire sent by LK to help ascertain the strengths across the LGB and identify any training holes to LK prior to the next LGB meeting
- please approach any contact who you feel would be a suitable candidate to join the LGB and pass on details to LK to progress applications
- please reply to YC to provide the information required to be published about the Governing Body for the school website and the DfE's Getting Information About Schools (GIAS)