

## BRIGHTER FUTURES MULTI ACADEMY TRUST

### Siddal - LGB meeting

Date: Monday 24<sup>th</sup> July 2017 **(PUBLIC MINUTES)**

Time: 6.00pm

**Attendees:** P Burton (Academy Member/Chair), S Whitley (Staff Governor), R Gurteen (Co-opted Director), C Wierzbianski (Staff Governor), S Moore (Parent Governor), F Tomlinson (Parent Governor), C Howarth (AHT), C Roberts (Clerk)

ITEM	Minute	ACTION
1. si	<b>Apologies and consent for absence</b>	
	None.	
2.si	<b>Declaration of interest</b>	
	RG - spouse is member of staff.	
3. si	<b>Approval of previous minutes/matters arising</b>	
	<ul style="list-style-type: none"> <li>• Minutes were accepted and approved.</li> <li>• Matters arising:               <ul style="list-style-type: none"> <li>○ Item 12: Reading book token. Chd who achieve 300 or more book award will be given the opportunity to visit Lindley Book shop and pick a book of their choice. AHT has also asked them if the school can be notified of any author visits the book shop are hosting, so we can take chd over to meet them. AHT advised that a lot of work on promoting reading has been done which has included a visit by the LA library service today who did an assembly on the summer reading scheme –‘Animal Angents’. As a school we have also offered extra incentives (10 book stamps) that will be given on proof on completion of the summer scheme and they will also be entered into a raffle. Reading summer bingo has also been created and chd will be awarded differing amounts of stamps for winning.</li> <li>○ Item 13 – ‘reading friends’ successfully recruited 4 reading friends who come in once per week for 4 weeks and is working well.</li> <li>○ Item – 14: Growth Mindset: Only 2 parents attended the parent drop in session, so decision taken to run a workshop for parents to take place before they collect chd at the end of the day, which will hopefully increase participation.</li> <li>○ Item 18: AOB – Lucy Clegg appointed as new teacher.</li> </ul> </li> </ul>	
4.si	<b>Items declared confidential</b>	
	Item 6: <i>SDPs Raising Standards &amp; Item 11</i>	
5.si	<b>Urgent business not identified on agenda</b>	
	None.	
6.	<b>SLT report</b>	
	<p>AHT provided a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> <li>○ Attendance: below national figure. AHT advised the school has done lots of work with EWO (Education Welfare Officer), which had included writing to parents of chd classed as persistent absentee and those that are persistently late. There has been some improvement to lateness since locking of the gate. EWO has also carried out drop-in sessions to talk to parents regarding the impact of lateness. The weekly attendance/punctuality figures will be shared in the newsletter. FN attendance is the</li> </ul>	

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	<p>lowest but is not included in the overall attendance figures as chd do not have to be at school. Y5 – persistent absentee identified as problem (79.1%), AHT advised the EWO has carried out home visits this term as there are lots of family issues as well as older siblings not attending high school. High probability that penalty notice will be issued. AHT advised that there are some success stories and will need to keep on top of this – including home visits being carried out as parents are switching their phones off.</p> <ul style="list-style-type: none"> <li>○ Exclusions: none this half term. Y2 chd moved to a different school under ‘new start’; an Y6 chd will be leaving us.</li> <li>○ Transition: AHT advised as a cluster they had agreed that pastoral staff would go with the chd on Weds/Thur/Fri of the first week on new term and will carry out a 1 day a week drop-in at high school for the first half term.</li> <li>○ Movement: AHT advised a few families have moved as they don’t want chd to go to PLLT so have moved to Withinfields and Elland.  <b>Q:</b> Has there been an increase in referrals?  <b>R:</b> Following review of the info presented in the report. AHT advised breakdown of 3 terms of incidents of homophobic language it seems that some had been categorised as homophobic instead discriminatory which had distorted the figures.  <b>Q:</b> What are red behaviours?  <b>R:</b> Include violet/physical incidents.</li> <li>○ Medical plans: significant number but includes asthma/eczema/allergic/ dietary intolerances e.g. allergic to red food colouring. Some are self-diagnosed others are medical diagnoses.</li> <li>○ G &amp; T register: AHT advised pupil had recently won a Gold &amp; 3 silver medals for Taekwondo; chd had been involved in the Young Voices choir; Young science – includes Wacky science group; Primary Arts events held at the high school, which had provide extra creative opportunities.</li> <li>○ Extended schools clubs: have had a request for Rugby but not have the grassed area to run; Ukulele run by teacher had been popular at lunchtime/ASC; Boot Camp for families – had been good take up but families had dropped out which was disappointing as the club had been about building relationships as parents/chd attended together.  <b>Q:</b> What is striking club?  <b>R:</b> Invasion games.</li> <li>○ Special Need progress: provide a menu of activities and chd have IEP smart targets set. Staff supporting specific chd have attended ‘Talk Boost’ training/S &amp; L intervention for KS1 – all about building confidence in the chd. All SEN resources are in the process of being categorised.</li> <li>○ SDPs:</li> <li>○ <i>Confidential Item</i> <ul style="list-style-type: none"> <li>○ Marking &amp; feedback – AHT advised following recent review inconsistency in feedback were identified. Following review staff and chd have been reminded of expectation from September and will be moderated in September. RAR (read &amp; respond) – chd do work on critical feedback and all staff need to be proactive in the approach. As if not having an impact on feedback it is a waste of time, so staff need to be consistent so chd are familiar with the system.</li> <li>○ Reading Comprehension- Book amnesty taken place and all books have been reorganised into categories. New SDP for reading to be</li> </ul> </li> </ul>	

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	<p>extended to work with FL; both schools will be adopting some of LF strategies and sharing skills and will have input from LF HT.</p> <p>AHT – requested that governors forward their comments/evaluations so that the review milestones can be updated.</p> <ul style="list-style-type: none"> <li>Science – AHT advised logging progress on SIMS, quite a lot of investigation science going on and also in ‘Wacky Science’ as part of carousel. A science display in the hall getting chd excited and involved.</li> </ul>	
<b>7.</b>	<b>Attendance</b>	
	<ul style="list-style-type: none"> <li>AHT advised she is not authorising any absences other than exceptional circumstances. All holiday absences will be recommended for a penalty notice as we need to be consistent and tighten up our recording system to ensure we have evidence of our actions and response. EWO will also be carrying out drop-ins.</li> </ul>	
<b>8.</b>	<b>Results update</b>	
	<ul style="list-style-type: none"> <li>To be updated, at future meeting.</li> </ul>	
<b>9.</b>	<b>Policy adoption</b>	
	<ul style="list-style-type: none"> <li>Administering First Aid – all staff are up to date and we currently have lots of first aiders. Only LM needs to be updated.</li> <li>DDA Accessibility Plan policy. AHT advised policy developed to cover the accessibility to the curriculum rather than related to accessibility to the actual building. Policy was adopted.</li> <li>Assessment &amp; Recording – policy adopted.</li> <li>Marking &amp; feedback policy: updated and shared with staff, some marking symbols have been removed. Policy adopted.</li> <li>Assessment &amp; Recording policy: non relevant sections have been removed. Policy was adopted.</li> </ul>	
<b>10si.</b>	<b>Safeguarding</b>	
	<ul style="list-style-type: none"> <li>AHT advised there have been some issues on the estate involving family disputes between 2 families.</li> <li>Practice of the ‘Lockdown’ procedure taken place. AHT advised that staff couldn’t see a single chd during the practice.. An opportunity arose to test the procedure recently when PLLT had a bomb threat so a partial lockdown took place due to the bomb threat.</li> </ul>	
<b>11.si</b>	<b>Governor/Trustee Feedback</b>	
	<ul style="list-style-type: none"> <li><i>Confidential item</i></li> <li>Budgets have been set for 2017-18.</li> </ul>	
<b>12.si</b>	<b>Correspondence</b>	
	None	
<b>13.si</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>No NQTs (newly qualified teacher) staff for 2017-18. New Y3 teacher joining has as completed 1 term at another school so will have to do 2 terms.</li> <li>Y6 – Treat day @ Boiler House had been a successful day.</li> <li>Lloyds volunteering team came into school to help with outdoor area – did a brilliant job, but accidently set of the fire alarm. Fire brigade did attend.</li> <li>Plans for a new fence and a new pond will be built over the summer.</li> <li>FL – HT will be running some forest school training in the future.</li> </ul>	

There no further business the meting closed at 19:05hrs.

Signed: .....

Date: .....

<b>Version</b>	<b>Issue date</b>	<b>Change history</b>
1.0	28.07.17	First draft of minutes
2.0		Approved in principle by Chair