

**BRIGHTER FUTURES MULTI ACADEMY TRUST**

**FIELD LANE – LOCAL GOVERNING BODY MEETING**

Date: Tuesday 27<sup>th</sup> March 2018 **(Public Minutes)**

Time: 6.00pm

**Attendees:** J George (Academy Director), Sandra Margison (Staff Governor), K Simpson (Parent Governor), P Booth (Parent Governor), V Dear (HT), C Roberts (Clerk)

Item	Minute	Action by
1. si	<b>Apologies and consent for absence</b>	
	<ul style="list-style-type: none"> <li>Apology received and accepted from K Brown.</li> </ul>	
2. si	<b>Declaration of interest</b>	
	<ul style="list-style-type: none"> <li>None</li> </ul>	
3. si	<b>Matters arising and Approval of previous minutes</b>	
	<ul style="list-style-type: none"> <li>Minutes accepted as a true record.</li> </ul>	
4.si	<b>Items declared confidential.</b>	
	<ul style="list-style-type: none"> <li>Governors were reminded the need for confidentiality regarding children’s data shared.</li> <li><i>Items: 11 &amp; 13 * confidential</i></li> </ul>	
5.si	<b>Urgent business not identified on agenda</b>	
	<ul style="list-style-type: none"> <li>None.</li> </ul>	
6.	<b>Heads Spring 2018 report</b>	
	<p>HT provided a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> <li>School characteristics: stability unusually quite static for FL; slightly more boys to girls; number of PP children higher than national; school has a high percentage of vulnerable pupils – vulnerable pupils are those that working L3/L4/L5 that have outside agency involvement or can be a pupil that the school has concerns around but has not yet triggered outside agency involvement; currently don’t have any LAC; ethnicity stayed static but is still quite diverse for a small school; mobility – 1 child has left since December.</li> <li>Attendance: Low attendance in Y5/Y6 which is a concern with SATs coming up. Attendance up to Christmas was improving but significantly dropped due to period of illness (Scarlet fever) but is now picking up again. School was closed for 2 snow days but this does not affect attendance figures and we do not to make these days up. School is constantly trying to encourage better attendance and attendance awards have been introduced which is supported by Vision Education.</li> <li>Punctuality: issues mainly in FR/FN. On-going work being done to try encourage parents to get children to school on time, as due to age of children not statutory to attend.</li> <li>School meals – numbers have stayed stable. In-depth school meal survey has been done. Feedback still to be collated and will be shared at a future meeting. Food taster session are being arranged and overall children are enjoying meals.</li> <li>Pupil taken of roll – 1 Y5 pupil.</li> <li>HT advised the LA does not have a PRU provision for FR/KS1 children. FL has been approached to provide a managed move for a FR pupil from Longroyde and also for an Y5 pupil. Managed move involve a pupil remaining on the roll of the current school he/she attends for a maximum of 6 weeks to allow work between the schools. During this time the school (FL) can pull out of the arrangement if it felt the move will to be the deterrent/safety of other</li> </ul>	

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	<p>children/staff. Deadline for FR child is 20<sup>th</sup> April for the offer of a permanent place. An EHC plan has been awarded for the pupil due to complex needs but the school is expected to provide the funding for the first 15hrs. HT reported previously, we have been supported by other schools in managed moves. Parent has met with HT so is very aware of the situation. HT advised that the LA are exploring KS1 Nurture provision and she has given an expression of interest to ensure she is kept in the loop for any future developments.</p> <p><b>Q:</b> Has anyone from the LA spoken with you about the local plan?</p> <p><b>R:</b> HT, advised she was aware of the additional housing being planned, and reported that Rastrick High has academy status and had previously talked about becoming a through school, which could possibly involve FL in future plans.</p> <ul style="list-style-type: none"> <li>• Referrals to DSL – staff are fully involved in referrals and new staff receive induction on this. TAs have also had a top-up session from SW.</li> <li>• Referrals to LA – are for significant issues some of which have wider ramifications, so well-being of staff is a concern and what we can do to support staff. Staff do have opportunity for supervision with SW. Chair advised that she would be available for staff to chat to having dealt with these types of issues. HT invited governors to forward any suggestions/ideas re: staff well-being they may have.</li> <li>• Behaviour – HT advised the format for reporting the breakdown of behaviours will be changing in future reports. Trend is decreasing but number of incidents has increased which was anticipated due to staff changes as some children have ‘attachment’ issues. Number of incidents is now reducing and becoming calmer. All staff will be receiving training on how to record incidents using CPOMS to improve consistency of recording incidents.</li> <li>• Exclusions: HT reported 2 more since September. But since the exclusions behaviour has improved and 1 pupil is being referred for EHC plan.</li> <li>• Extended schools: focus of the clubs offered has been on being active, and science club has worked well. Try to offer clubs for all key stages.</li> <li>• SEND: A child with an EHC plan has secured a place at Ravenscliffe which parents are happy about. Huge range of interventions but due to staff changes haven’t been able to maintain frequency.</li> <li>• <i>Confidential item</i></li> </ul>	
<b>7.</b>	<b>Targets update</b>	
	<p>HT provided a brief summary with the following points being discussed and noted:</p> <ul style="list-style-type: none"> <li>• GLD – 53% (as 1 pupil may not get it). A Stewart – literacy consultant has been very complementary about the writing.</li> <li>• Y1 Phonics – 64% which is lower than national figure but is due to number of SEND children in the class.</li> <li>• Y2: only 9 pupils statistically the data may look negative, HT advised she will have to argue the case on inspection, but 2 children are predicted to achieve greater depth.</li> <li>• KS2 – Lots of improvement, 50% for combined which will be below national but an increase from last year 25%. Attendance of 2 x Y6 pupils is a concern as targeted to achieve ‘at’ which equates to 7%. Other young person is now attending breakfast club so attendance is improving. School does everything it can to get children into school, if parents do not engage fines are issued and can result in EWO involvement and court proceedings.</li> </ul> <p>SDPS:</p> <ul style="list-style-type: none"> <li>• Improving Behaviour: introduction of ‘Mind to be Kind’ has had a positive impact, with a lot of work around well-being also done including a Well-being week. Offered 2 parent workshops, 1 was better attended but this was due to the timing of the workshop.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Raising Attainment – all teachers receive induction.</li> <li>Maths: New Y4/5 teacher has now taken on role of Maths lead. Focus will be on building on fluency – using more concrete apparatus to push and challenge children. Teacher will be working with LF HT in the summer term. Y4/5/6 have been split into year groups for maths which is working well. FL will be have mixed aged classes next year but will continue to teach maths in year groups from the start of the new academic year.</li> <li>Reading: HT reported a lack of engagement in changing reading books so have reintroduced ‘drop everything and read’, book swap boxes now set up; teachers are reminding parents about changing books via text service. School subscribes to a variety of different types of reading materials including: first newspaper; story comic magazines to try and encourage reading, which the children really enjoy.</li> <li>Writing: Big push on handwriting and spelling/vocabulary across school, and have seen lots of improvement since January.</li> <li>Science: lots of science going on which pupils are really enjoying but more work will be done next term with science week planned for 2<sup>nd</sup> week back after Easter.</li> <li>EY – Parent Governor (KS) reported children have taken part in whole school events higher up the school such as house sessions, pantomimes which can only benefit them for transition, getting them familiar with coming into the main building. Outside areas have been well developed, children have had the opportunity to do forest school activities since January and will get a slot in the summer term too. They also looked after the ducklings for a week.</li> </ul>	
<b>8.</b>	<b>Policy Adoption:</b>	
	<ul style="list-style-type: none"> <li>No policies to adopt.</li> <li>HT advised that SLT across the 3 schools will be reviewing statutory and non-statutory policies next term to make sure we are compliant. <b>SLT to action.</b></li> </ul>	<b>SLT</b>
<b>9.</b>	<b>Absentee Report – Spring 2018</b>	
	<ul style="list-style-type: none"> <li>Attendance: 2 x Y6 persistent absentees, HT is hopeful that they will improve due to all the actions being taken to get them into school. Younger absentees – letter is sent to parents to encourage attendance but due to age of children it is not statutory. First Day calling procedures are consistently followed. Suggestion made that a reminder letter re: attendance/punctuality could be sent out termly to parents. <b>HT to follow up.</b></li> </ul>	<b>HT</b>
<b>10.si</b>	<b>Safeguarding</b>	
	<ul style="list-style-type: none"> <li>HT advised regular meetings with Children’s Centre now taking place; FL staff are very vigilant and are fully involved in referrals and meet regularly to discuss any concerns.</li> <li>HT reported Kirklees reporting system for DV (Domestic Violence) is not as strong/robust as LA, so will need to monitor.</li> </ul>	
<b>11.si</b>	<b>Governor/Trustee feedback</b>	
	<ul style="list-style-type: none"> <li><i>Confidential item</i></li> </ul>	
<b>12.si</b>	<b>Correspondence</b>	
	None.	
<b>13.si</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>Staffing update: Temp Y1/2 teacher who was covering maternity has now left. HT/DHT are currently teaching Y1/2 to provide some stability for the class. A long term supply teacher will be starting after Easter for Y1/2 class until the end of the summer term. HT/DHT will continue to teach Y2 until the end of May.</li> <li>HLTA (EG) has left and her successor will be starting on the 16<sup>th</sup> April.</li> <li>A Behaviour support is leaving at the end of the week as she has secured a</li> </ul>	

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	permanent post, so FL will continue to have staffing challenges, but HT is pleased to have managed to secure staffing before the Easter break. <ul style="list-style-type: none"> <li>• HT reported that the school had received a donation of £750 from Poor Widows of Rastrick that they would like to go towards school trips. Governors expressed thanks for the donation and the school council will be writing a Thank You letter on the schools behalf.</li> <li>• * <i>Confidential item</i></li> </ul>	

There being no further business the meeting closed at 7.30pm

Signed: ..... Date: .....

Version	Issue date	Change history
1.0	28.03.18	First draft of minutes by Clerk
2.0		Approved in principle by Chair