

**BRIGHTER FUTURES MULTI ACADEMY TRUST**  
**FIELD LANE – LOCAL GOVERNING BODY MEETING**

Date: Wednesday 30<sup>th</sup> November 2016  
Time: 6.00pm

**Attendees:** J George (Academy Director/Chair), H Williamson (Parent Governor), Sandra Margison (Staff Governor), K Simpson (Parent Governor), C Whittaker (Parent Governor), V Dear (HoS), C Roberts (Clerk)

Item	Minute	Action by
1. si	<b>Apologies and consent for absence</b> Received and accepted from R Badley.	
2. si	<b>Declaration of interest</b> None.	
3. si	<b>Approval of previous minutes/matters arising</b> <ul style="list-style-type: none"> <li>• Minutes were accepted as true record of meeting.</li> </ul>	
4.si	<b>Items declared confidential.</b> <ul style="list-style-type: none"> <li>• SLT report</li> </ul>	
5.si	<b>Urgent business not identified on agenda</b> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
6.	<b>HoS Report</b> <p>HoS gave a brief summary with the following points being discussed and noted:</p> <ul style="list-style-type: none"> <li>• HoS advised Raiseonline taken from last year’s so the overview context of the school is the same but the numbers may have changed. As increasing number of EAL children, plus additional children from the women’s refugee have recently joined the school. New Raiseonline has just been released which is vastly different and trust SLT are currently working through the changes. <b>Q:</b> Where is the refuge located? <b>A:</b> Behind Rastrick High school.</li> <li>• HoS advised historically other schools in the area had previously kept places for these children but now FL seems to pick up these children.</li> <li>• School role – illustrates the school has a high proportion of children with complex needs. Vulnerable children – now includes any child/family that have worked with the school pastoral team in the last year and children on Continuum of Needs L4/5. LAC are now referred to as CLA (children who are looked after.)</li> <li>• Mobility – quite high mobility, overall the reasons given for moving schools are nothing to do with school and children are happy.</li> <li>• Attendance – SDP. This is picked up by Learning Mentor (DM), seeing a huge improvement. Persistent absentees are children whose attendance is below 90%. HoS advised that not having holidays in line with Rastrick High had affected attendance of children with siblings at Rastrick. FN attendance is good.</li> <li>• Referrals to DSL (HoS/DM.) - HoS reported staff across the school are making referrals which illustrates staff are really aware of the responsibility to report concerns. All staff have attended Safeguarding refresher training.</li> <li>• Breaches of Internet Filtering - new inclusion to the report.</li> <li>• Behaviour – overall number of incidents has decreased. Small persistent group – but improvements are being seen. <b>Q:</b> Are we happy with the level of support from external agencies? <b>A:</b> HoS advised the notional SEND budget does not cover all demands so it is difficult to choose where money is spent. Decision taken that Ed Physc referral</li> </ul>	

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	<p>are a priority as they are needed to support any EHC plan requests. HoS reported that ECLC cluster schools have agreed to contribute to a central fund and each school will be entitled to a free session per term.</p> <ul style="list-style-type: none"> <li>• Parent Governor (KS) stated that she was happy how the TOZ was run and how the behaviour system worked as it offers pupils lots of opportunities to get themselves back on track. HoS reported the school had worked hard to ensure that those children who just get on are also recognised too. Lots of work has been done on developing children’s own resilience and on restorative justice.</li> <li>• Physical intervention – only used twice this year. ‘Commando Tim’ working well and provides a positive male role model and will be working in school for a further 6 months. The school is also provided with a complex audit as part of their service.</li> <li>• Extended school clubs – good range of clubs offered and all well attended.</li> <li>• SEND – HoS advised 2 EHCP referrals have been submitted.</li> <li>• GLD target for 2017 – 55%</li> <li>• Y1 Phonics target 7/12 (58%). HoS advised this may increase.</li> <li>• KS1 links back to GLD if children get 2’s they are predicted to achieve expected levels. There will not be a national spelling test this year. RB is new Y2 teacher this year and has attended LA assessment training.</li> <li>• KS2 combined target: 48-52%. The combined national figure was 52% last year. HoS advised lots of targeted interventions working well already, targets are not un-inspirational but more pragmatic. PIXEL and precision teaching for Y6 in place.</li> <li>• SDPs: <ul style="list-style-type: none"> <li>○ Attendance – Persistent absentees are reducing, as a whole more consistency around attendance throughout school. Relationship with EWO has improved. Attendance of children in lower school has improved which has had a positive effect. Parent Governor (HW) to meet with Learning Mentor (DM) and update SDP evaluation. <b>HW to follow up.</b></li> <li>○ Maths – Maths coordinator who is new to role has carried out first learning walks. Staff Governor (SM) met with coordinator to review work done. TAs have attended 2 training sessions. Maths delivery from FN-Y6 has been shared so teaching staff are all aware of what resources/strategies/techniques are being used throughout school. Small PIXEL groups have been set up to identify specific needs and will start after Christmas in Years 3/4/5. 5 challenges introduced in Y5 which are linked to the 5 operations. New staff will be observing lessons in the other schools. Precision teaching introduced in Y2-6 to help improve children’s quick recall of number facts. Maths will be a higher priority than literacy. Adult maths workshops planned for January, upper KS2 will be targeted first, then middle/bottom to ensure the session are bespoke. Homework lunchtime club will be introduced on Tuesday lunchtimes, information will be shared on the newsletter after Christmas.</li> <li>○ EY – HoS reported EY data was very strong last year; strategic review taking place next week EY may move to an action plan instead of an SDP. Overall unit working well across 2 classrooms, new equipment has arrived. Staff involved in EY – joint outdoor planning. Some more work around adult interaction to be done. Staff are going to Early Excellence event next week. More forest school activities will be added after Christmas when the weather improves. Still need to develop some provision areas. Parent Governor (KS) reported learning</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Parent Gov (HW)</b></p>

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	<p>environment always welcoming with lots going on, children's confidence is growing.</p> <ul style="list-style-type: none"> <li>○ Reading – HoS advised main focus will be around reading comprehension. FFT reading comprehension scheme being adopted following training hosted at LF. The scheme will help to develop greater understanding and vocabulary for the children. Teaching them specific skills to help with tests such as skill/skim. Scheme will be introduced after Christmas and will be buying more books. Chair to follow up with TBM possibility of purchasing Accelerated Reader licenses as part of a trust deal as LF already use the scheme. <b>Chair to follow up.</b></li> <li><b>Q:</b> Is reading seen as a fun positive activity? <b>A:</b> HoS reported reading is encouraged throughout school using different initiatives such book swap boxes; drop in and read time; regular story time; library area used on a regular basis. All children can be part of the book swap scheme and any child that doesn't have a book know to go see HoS who will give them a book.</li> <li><b>Q:</b> Do children go on library visits to Rastrick library? <b>A:</b> HoS advised we have done this in the past when we had more staff but we would need parent volunteers to help to be able to offer this. Library service do come into school before the summer break to talk about the Reading Challenge which runs over the summer.</li> <li>○ Writing – <b>Q:</b> Do we always have to state as an objective to increase % of pupils attaining to the national age related and not to our targets? <b>A:</b> HoS advised this is something that can be changed.</li> <li>○ Parent Governor (CW) suggested it might be useful and helpful to parents if trip letters explained that the visit was linked to work the children are doing in class or being used as a stimulus or writing to avoid parents choosing to withdraw children from a trip. HoS reported that this had already been discussed with staff and class teachers will now write all trip letters to provide this information, but thanked parent governor (CW) for the valuable feedback. HoS stated that it had been unfortunate that the coach had broken down on a recent trip to the Slavery Museum in Liverpool. Fortunately the breakdown occurred relatively near school so didn't take long for replacement bus to be organised. Staff Governor (SM) reported the children had all behaved really well during the wait, and that trips are always well staffed and resourced to cope during such incidents.</li> </ul>	Chair
<b>7.</b>	<b>Term Dates 2017-18</b>	
	<ul style="list-style-type: none"> <li>● Following a brief discussion and review of the proposed date's members agreed that the dates both offered off peak dates and well as dates that followed Rastrick High which would benefit all parents and improve attendance. Proposed terms dates were approved.</li> </ul>	
<b>8.</b>	<b>Policy Adoption</b>	
	<p>HoS reported that she had received feedback following consultation with parents.</p> <ul style="list-style-type: none"> <li>● Parent Governor (CW) asked for clarification on Physical Intervention policy and the procedure for notifying parent/carers. HoS advised that parent/carers are informed by telephone and are also invited to come into school. A physical restraint record sheet is completed by the member of staff which is then talked through with parents/carers. The different holds used are also modelled to parents/carers of pupils where there may be a likelihood of such behaviour. HoS signposted members to the DfE website – Physical intervention paper that explains the difference of physical intervention and constraint.</li> </ul>	

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	<p>Only trained staff are allowed to carry out physical intervention known as 'team teach'</p> <p><b>Q:</b> What happens to the child on the day of the incident?</p> <p><b>A:</b> HoS advised dependent on the seriousness of the incident could mean an exclusion. HoS follows up all incidents. But it always stressed to the child that the adult is doing these because they care about them and because we don't want them to hurt themselves. Following an incident staff involved are entitled to time out after an incident, followed by restorative work that has to take place.</p> <ul style="list-style-type: none"> <li>• Following review of Physical intervention policy – suggestions made that the language used needed to be amended. HoS will update and circulate the updated policy. <b>HoS to action.</b></li> <li>• Exclusion policy; Food policy Positive behaviour policy were all approved for adoption.</li> </ul>	<b>HoS</b>
<b>9.</b>	<b>Home School Agreement</b>	
	<ul style="list-style-type: none"> <li>• Home School Agreement was previously approved at the last meeting.</li> </ul>	
<b>10.</b>	<b>Parent &amp; Pupil Questionnaires</b>	
	<ul style="list-style-type: none"> <li>• HoS reported the analysis had just been collated, and results will be circulated to members but overall feedback had been very positive. HoS advised that a further review of pupil outcomes will be done comparing gender/PP/Non PP to unpick the feedback further. HoS explained the same questions had been asked on both the pupil and parent questionnaires but the language used on the pupil questionnaire was more child friendly. HoS reported there are lots of pupil voice opportunities on areas such as carousel and trips etc.</li> </ul>	
<b>11.si</b>	<b>Safeguarding</b>	
	<ul style="list-style-type: none"> <li>• HoS advised new SW in post (SA)</li> <li>• HoS is confident the school has good systems in place following attendance at DSL (designated safeguarding lead) training. All staff have completed annual safeguarding refresher training and PREVENT training.</li> <li>• HoS will be meeting with PB the lead governor/trustee with responsibility for Safeguarding and will update at a future meeting.</li> </ul>	
<b>12.si</b>	<b>Governor/Director Feedback</b>	
	<ul style="list-style-type: none"> <li>• Chair advised in-house training for governors in all 3 school around data is being planned to provide an opportunity for all governors to come together and discuss the topic.</li> <li>• Following lengthy reviews/consideration regarding possibility of PLLT joining the trust, the board based on the information presented agreed that it would not be viable and would not be in the best interest of the trust for PLLT to Brighter Futures.</li> </ul>	
<b>13.si</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• School celebrated its sixtieth birthday with an in-door street party which was a huge success and attended by 3 former head teachers and past staff. HoS passed on thanks to all parents that helped out and special thanks to Mrs Lynda Howard for her work on the displays/Photo albums and organising the contact list, and to Mrs Sue Turner for the 60<sup>th</sup> B-Day cake.</li> <li>• HoS reported 2 successful business volunteer days had taken place with volunteers from Lloyds and Mondelez holding school assemblies before helping to plant the fruit orchard and carrying out garden jobs.</li> <li>• School is applying for Arts mark award.</li> <li>• School and Big Local are submitting a joint bid for funding to support Emotional/Well-being &amp; health project.</li> <li>• HoS advised she has also been invited to @thespacefieldlane project meeting.</li> </ul>	

There being no further business the meeting closed at 7.45pm

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

<b>Version</b>	<b>Issue date</b>	<b>Change history</b>
1.0	02.12.16	First draft of minutes by Clerk
2.0		Approved in principle by Chair