



COMPANY NUMBER 08075785

Southwold School, Holm Way, Bicester, Oxon, OX26 3UU

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**MINUTES OF THE LOCAL BOARD OF GOVERNORS (LBG) MEETING HELD IN THE SCHOOL
WEDNESDAY 15 NOVEMBER 2017 AT 6.30PM**

Present	LBG Governors	Gavin Bray (Chair) Chris Williams (CW) Wiebke Macrae (WM) Lorna Nichol (LN)
	Teaching Staff Governor	Gemma Penny (GPe)
	Non-Teaching Staff Governor	Jo Stanley (JS)
	Parent Governors	Mark Leman (ML) Graham Parrott (GPa)
In attendance	WHF representative	Alan Derry (AD)
Apologies	Principal	Anna Ballance (AB)
	Assistant Principal	Emily Holloway (EH)
	Parent Governors	Carol Robinson (CR) Darren Townsend (DT)

		ACTIONS
1	WELCOME & APOLOGIES	
1.1	The Chair welcomed those present. Apologies detailed above.	
2.	DECLARATION OF INTERESTS	
2.1	There were no declarations of interest against any of the agenda items, no gifts or hospitality had been received by any LBG member and there were no pecuniary/personal interests.	
2.2	Copies of the Code of Conduct Governors – LBG were available for all to refer to and abide by.	
3.	ACCURACY OF THE MINUTES OF THE MEETING HELD ON 12 JULY 2017	
3.1	The minutes of the meeting were agreed as an accurate record and were signed by the Chair for filing in school.	

Signature of Chair

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		ACTIONS
4.	MATTERS ARISING FROM THE MINUTES OF 20 SEPTEMBER 2017	
4.1	All actions and updates have been recorded on the LBG Actions Tracker.	
5.	LBG – GOVERNANCE	
5.1	LBG Strategy	
5.1.1	The Chair sought feedback on the proposed LBG Strategy. GPe believed it encapsulated the changes that have been made since last year. It was suggested that the OFSTED heading be used along with details of who is responsible to complete what and by when. The strategy was approved subject to these changes.	
5.2	School Visits – New Reporting Form	
5.2.1	Instructions on how to update the measures of success was included on the form. The aim was for LBG members to complete this on their visit reports and then the Chair would transfer to the master.	
5.2.2	It was noted that three boxes were required for each measure. The Chair to amend.	Chair
5.2.3	The reports need to be succinct and where possible be no more than two pages. Bullet points will make the report easier to read. Reports are to be forwarded to the Chair and Principal for approval and will then be uploaded to Governor Hub.	
5.2.4	Although the LBG Strategy was only approved at today’s meeting, the LBG members had already started to plan in their visits. The Chair would catch up with CR and DT to ensure they arrange to review the data for their areas whilst it remains current.	Chair
5.2.5	The report form was approved subject to the proposed amendments.	
5.3	Monitoring Strategy – Data	
5.3.1	The Chair advised that he and CW had met and discussed data monitoring. They felt that the LBG members need to understand what data they require for them to monitor the areas they are responsible for and that they arrange to view this data when it becomes available rather than wait for it to be presented at LBG meetings. For this to work a better framework is required. The Chair, AD and CW will take this forward.	Chair / AD / CW
6.	SCHEME OF DELEGATION	
6.1	It was noted that only Section 6 relates to the role of the LBG with the rest of the document describing the role of the Trustees. In essence the role of the LBG is to monitor performance of the Academy and provide challenges for the Principal. The Scheme of Delegation also details how to appoint Governors and	

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		ACTIONS
	Chairs, how often the LBG should meet and how the committee should be made up. There were no comments on the document.	
6.2	AD stated that he had recently read an OFSTED report from a school from a MAT and one of the points raised was that the Governors did not understand their role. It was therefore suggested that each of the LBG members digest the Scheme of Delegation and ensure they are clear on their role which is very different to that of a Governor of a local authority school.	
6.3	ML referred to where it states it is the role of the LBG to hold the WHF to account and stated that since he took up post Southwold School has not received one new computer despite promises being made. He asked how this should be challenged. The Chair stated that he would take this to both the Chairs and the Trustees meetings.	
6.4	CW stated that he felt uneasy that there was no tracker to evidence the CPD undertaken by the Governors. The Chair stated there was currently no formal training programme for Governors but this was being looked into. He stated that Southwold School was very forward thinking and already provides induction training for Governors. Once a training programme has been identified, a monitoring process will be required.	Chair
6.5	WM advised that in the calendar on Governor Hub there is notification of a training course on 6 December. The Chair agreed to check whether this was still going ahead.	
6.6	CW queried how often the Chairs meetings take place. The Chair explained that they are expected to meet five times per year. The schedule of meetings does need review, however, as they met last month, will meet again next week and then their next meeting is not until March.	Chair
7.	POLICIES	
7.1	Anti-Bullying	
7.1.1	This policy has been written by the anti-bullying working party led by Tabitha Baird and includes a section on cyber bullying added by Claire Palser. It covers all aspects of keeping children safe in education and describes all types of bullying as well as what the school and parents can do to prevent it and how to report issues that occur outside of school.	
7.1.2	It was recognised that this was a lengthy policy, therefore it will be supplemented with an OCC pamphlet and the anti-bullying ambassadors will be tasked with designing a child friendly leaflet. All will be uploaded to the school's website.	
7.1.3	Need to ensure that Anna Ballance's name is spelt correctly and that the date for review is correct. CW also noted that there were a lot of acronyms that need to be changed.	

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		ACTIONS
7.1.4	<p>ML queried whether the anti-bullying form has been kept. The Principal explained that the format has been changed to bullet points to ease reading.</p> <p>It was noted that this policy has not as yet been shared with staff.</p>	
7.1.5		
7.1.6	<p>WM stated the policy refers to actions that occur lots of times and asked what is deemed to be lots of times. GPe stated that the definition of bullying is consistent and persistent behaviour over a period of time, however, one action undertaken just once could also be perceived as bullying behaviour. A judgement would need to be made on a case by case basis.</p> <p>The LBG approved the policy subject to the typos being corrected.</p>	
7.1.7		
7.2	Intimate Care Policy	
7.2.1	The Principal advised that this policy has been in use and should have been brought to the LBG for approval last year. The Policy was approved.	
7.3	Use of Mobile Technology	
7.3.1	AD advised that the introduction of a mobile technology policy was deemed necessary following an incident involving a child in school with a child outside of school. There are some children that bring a mobile phone into school. This policy requires them to hand their phone in for safe keeping whilst in school. Phones will either need to be taken to the office or if there are too many phones being brought in, each class will be provided with a lockable box in which the phones can be stored. This process is in keeping with the policy in place in at least one of the local secondary schools.	
7.3.2	<p>ML asked what happens if a phone goes missing. AD explained that the child will need to ask a parent to complete a permission slip detailing the make, model and colour of the phone. This will then be stored with the phone so that the school can be certain that children are reunited with the correct phone at the end of the day.</p> <p>This policy was approved.</p>	
7.3.3		
7.3.4	<p>CW felt that a tracker would be useful to list all policies along with their review dates so LBG members can be assured that all policies are in date. The Chair asked whether this was a task that could be undertaken by the office staff. AD advised that this would be difficult to undertake at the moment as they have a new member of staff who is still undergoing training, however, this could be implemented next term. ML asked whether OFSTED would check that all policies were in date. AD agreed this was feasible and having policies out of date could compromise how the school is rated. ML agreed to assist the office staff in setting this up early next year.</p>	ML / Office staff
8.	PRINCIPAL'S REPORT	

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		ACTIONS
8.1	WM noted that 3 staff members had been referred to OH which seemed high, she asked whether there was anything the LBG could do to support the staff. GPe explained that not all the referrals had occurred in the last term. There was a lot of pressure on the staff at the beginning of the year as a lot of new initiatives were introduced, however, they have now bedded in and the staff have reported a very different feel. Building in some capacity by increasing AD to 5 days per week was also having a positive impact. GPe queried whether the school had considered providing resilience training for its staff. This was deemed a good idea worth exploring further by the Chair, AD and CW.	Chair / AD / CW
8.2	AD explained the new terminology used in the report. The Mid-Autumn report relates to the position at the end of the Term 1. The LBG queried how the school know that the children are at the point recorded and that they are on track to achieve the required standard by the end of the year. AD explained that there are numerous meetings with the teaching staff and the developmental bands in EYFS are also used. Progress is being monitored and compared with last year's data and interventions are being put in place if the progress is not at the required level. A lot of measures have been implemented to assist the children in achieving GLD including Quality First Teaching, Maths Mastery and Hot and Cold tasking. GPe added that validation meetings with other WHF schools take place to ensure consistency. GPa asked whether the report could be RAG rated to evidence whether the school is on track, making progress or at risk. He felt this would make it easier for the LBG to identify the areas of risk.	
8.3	AD explained that the SLT will be working with the school's new improvement partner on how to improve the data. It was acknowledged that the Autumn Mid data will always show limited progress as the children have only been back in school for 6 weeks and they are still getting used to being in a new year group, this is particularly notable in certain years where they cross into the next key stage, ie the transition from KS1 to KS2 and then the move from lower KS2 to Upper KS2. The curriculum changes significantly at these points and as such you are not comparing like with like.	
8.4	LN asked whether it would be possible to have a comment added as well as the RAG rating. AD explained that this would be very subjective as there are no national guidelines.	
8.5	It was noted that there are 4 data points in EYFS and 3 in the other years. At the next data point the school will be in position to evidence the impact of the interventions in place.	
8.6	The LBG noted that the evidence seemed to suggest an issue with Year 5. AD explained that this is a good example of where the data is not comparable as there have been vast curriculum changes as the children have moved from lower KS2 to upper KS2. The cohort profile for this year highlights that they are progressing well and are on track, however, it is well known that writing, particularly with boys is a challenge and as such continues to be a school improvement focus.	
8.7	He added that if there is a concern with a particular year group, the teaching staff are supported by either the middle or senior leaders. Where required the teaching staff are being coached to ensure their practice is good and moving	

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		ACTIONS
	towards outstanding. Those staff on an action plan will be reviewed at the end of this term to ensure they have achieved their targets.	
8.8	<p>ML advised that at the last meeting there were no cases of bullying reported and this was the case again at this meeting although he had personally witnessed a distressed child and parents when undertaking a school visit. AD confirmed this will be reported in the Principal's report moving forward. ML asked whether bullying cases was increasing or decreasing. AD advised that they were on the increase, however, it is believed this is due to the fact that children and their families are now more aware on how to report it and they feel more able to talk about it. ML asked whether the increasing bullying figures could impact on the school's ability to attract new families to the school. AD stated the upward trend is comparable to other schools and Southwold can now evidence what they are doing to tackle the problem. GPa concurred that parents are more concerned about how these issues are dealt with rather than figures. He suggested asking a family affected by bullying to write a pen portrait to share their experience. The LBG felt that this would be an extremely powerful tool that would resonate more with parents than any policy. GPe believed that the family concerned would be happy to support this.</p> <p>AD advised that some CPD has been commissioned for the staff and this will commence in January.</p>	
8.9	The school was having a positive anti bullying week which commenced with an assembly at which the parents of one of the children affected by bullying was invited as part of their resolution. A lot of work was also being undertaken through the Jigsaw programme and all information relating to bullying will be shared with the secondary schools.	
8.10	GPe recommended that all LBG members bring this report with them if they are requested to meet with OFSTED so that they are able to relay were the school currently is and what their trajectory is.	
8.11	AD advised that Bev Ball, National Leader of Education (NLE), will be meeting with the leadership team to look at ways to improve the school. AD & GB has already met with her and she will undertake three additional visits before the end of the year. The feedback provided to date implies the school is focusing on the right areas but the paperwork needs to be updated to reflect where the school is now. This intervention will remain in place until she is assured the leadership and management of the school is robust, this includes the SLT, middle leaders and curriculum leaders. She will review the data and visit the areas to ensure the data reflects what is happening in practice. She has already noted areas of good practice including the implementation of the Jigsaw programme and the attendance strategy. She has had a positive initial 45 minute tour of the school after which she stated that being at Southwold School was good for the soul.	
8.12		

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		ACTIONS
9.	INCLUSION UPDATE	
9.1	GPe explained that she had typed her report so that it could be used as a crib sheet in any OFSTED interview. This report identified how many children are currently on each register and provided an update on the interventions in place.	
9.2	ELSA	
9.2.1	The Term 2 sessions were now taking place with 6 new pupils from KS2 and on the SEND register. Children have also been identified for Term 3.	
9.2.2	It was noted that Sky's workload has increased significantly in the last year. She is contracted to work three days per week but increases her time in school when required to assist GPe with other work-streams. It may be that her hours will need to be reviewed in the future. Sky is also undertaking "Time to Talk" sessions with identified pupils.	
9.3	EAL	
9.3.1	GPe advised that there are more pupils on the EAL register than the SEND register and there are currently 12 different languages spoken in school. GPe is in the process of rearranging the OXSiT consultancy time. The current focus is to ensure the provision is amended to match the change in demographic.	
9.4	Pupil Premium Budgeting	
9.4.1	GPe and Sky are due to meet with AD and Lucy Sullivan on 4 December to review how the pupil premium funding has been utilised to date. GPe and Sky intend to compile a spreadsheet detailing income and expenditure which will be updated at three points throughout the academic year (Terms 2, 4 and 6). CW queried whether this could be shared with the LBG. GPe confirmed that they would.	
9.5	General Update	
9.5.1	GPe advised that a Teaching Assistant audit has been undertaken to identify specific areas of expertise in relation to assessment and interventions as well as highlighting where additional support is required.	
9.5.2	Termly Teaching Assistant meetings have been scheduled to ensure that the support staff are briefed and provided with a forum to raise any issues or concerns.	
9.5.3	The BLiP SENCo network meetings have been re-established and will be led by GPe alongside James Watt, Deputy Head /SENCo at Brookside School.	
9.5.4	The Pupil Grouping Venn Diagrams have been updated and provide a visual, quick reference for the most vulnerable groups in school.	
9.5.5	Baseline assessment data has been collated and recorded for the SEND and Pupil Premium children who are not on track. This will be reviewed again in February and May to establish the progress made.	

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9.5.6	The Educational Psychologist has supported three SEND pupils during Term 2 with a further referral to be scheduled this Term. A further 7 pupils have been identified and will received support in Terms 3 and 4.	
9.5.7	Jigsaw will shortly introduce a new layer of support for families. A meeting has been arranged for 24 November to discuss this provision which will be provided across all WHF schools led by Southwold School.	
9.5.8	GPe is due to visit Moredon School on 20 November. After this meeting she will evaluate the provision available at Southwold School and identify any adjustments that can be made to further enhance the provision in school.	
	The EHCP application and Additional Funding application are in the final stages.	
9.5.9	Northern House Outreach has been commissioned to support a pupil in Year 4.	
9.5.10	CW queried what the term Disadvantaged meant. GPe advised that this term was used to describe the group of pupils that are entitled to free school meals either now or at some point in the last 6 years as well as the Service children. It was noted that most Service children in Bicester achieve GLD as they stay in the area for approximately 4 years.	
9.5.11		
10.	STAKEHOLDER FEEDBACK	
10.1	Pupils	
10.1.1	The Chair advised that he had attended the PLT interviews and was blown away by the standard of the presentations given by the candidates. The LBG queried why the school had decided to appoint a Head Boy and Head Girl rather than being gender neutral. AD could not answer this other than to say by Appointing a Head Boy and Girl as well as a Deputies and a male and female Prefect opened up the opportunity to more pupils. ML queried whether there were any gender challenged pupils in school. AD stated that there weren't currently any children that have chosen to outwardly dress in that way, however that it not to say this will not be the case in future years. This has been discussed in school and they were trying to burst a number of myths. LN queried whether any of the school's policies including the Equality Policy encompassed general neutrality. GPe advised that the uniform policy has been reviewed to ensure the uniform list is gender neutral. The Chair believed the Equality Policy was a WHF policy and he agreed to take this to the next Chairs meeting.	Chair
10.1.2	LN advised that she had met with EH last week and had undertaken her first learning walk. She was pleased to report that many of the things discussed at these meetings were evident in school. The children were keen to show off their crown jewels (books) and values books and were equally proud to show off the attendance shield.	
10.1.3	AD advised that a questionnaire will shortly be sent to the Year 5 and 6 pupils to seek their views on the anti bullying process. GB queried whether the school still has a School Council. AD explained that	

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		ACTIONS
10.1.4	the Council does still exist but it will operate differently this year with pupils being elected to work on specific projects during the year thereby providing more children an opportunity to become involved. The School Council will report to the PLT who have weekly meetings with the SLT. WM asked who was leading on the School Council. Tabitha Baird.	
10.2	Staff	
10.2.1	AD advised that good feedback has been received following the recent parents evening with both staff and parents appreciating the introduction of the report cards.	
10.2.2	CW advised that he had undertaken an exit interview with the Teaching Assistant that resigned at the end of Term 1. She has taken up a post in a local hospital where she will receive an improved remuneration, more CPD and where there is more career development opportunities. She had been positive about her time working at Southwold School however she did raise the fact that CPD has been blocked in the past due to a lack of time and funding. She had also indicated that the culture had become more corporate following the move to Academy status. AD stated that the issue of CPD will be followed up as this is not the first time it has been raised by a Teaching Assistant. He stated that he would like to undertake some formal research with this group of staff.	
10.2.3	AD added that it had also come to light that the Teaching Assistants and Cleaning staff in Oxfordshire were being paid at a different banding to those in Swindon. This need to be considered by the WHF.	
10.2.4	CW was asked to arrange an exit interview with the two Teaching staff that will leave at the end of Term 2.	CW
10.2.5	It was noted that Vicky Pointing's exit interview had been undertaken by Lucy.	
10.3	Complaints	
10.3.1	The complaint mentioned at the last meeting has been investigated and resolved.	
11.	SAFEGUARDING	
	<ul style="list-style-type: none"> • There have been 0 allegations against staff. • There have been 9 referrals to MASH. • There have been no new Domestic Violence reports. • There is 1 Child in Need case. • There are 5 active TAFs. • 3 Children have an EHCP. 	
11.1	The OCC Safeguarding Audit has been shared with the LBG and the Chair would provide the Governor declaration prior to it being returned. It was noted that a safeguarding rep was required whilst the Principal is absent and a safeguarding section needs to be added to the prospectus and on the School's website.	GPe

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11.2	GPe advised that the staff undertake annual safeguarding refresher training after which it is common for the number of safeguarding forms raised to increase. These cases are followed up with parents and where appropriate social care. The links are much improved now there is a safeguarding team in place which comprises AD, EH, GPe and Sky.	GPe
11.3	LN advised that during her recent visit she was made aware of a situation where there had been a safeguarding concern and that the child was having to translate for their parents. This did not sit comfortably with her and she asked whether any action was being taken to investigate the feasibility of providing an interpreter for such circumstances. It was recognised that there would be a cost implication, however all schools will face similar issues. GPe agreed to explore this through the SENCo network.	
11.4	It was noted that attendance was improving.	
12.	HR / PERSONNEL	
12.1	Starters / Leavers	
12.1.1	The Chair queried what the plan was to replace the Year 6 teacher if the recruitment plan does not bear fruit. AD admitted that the Yr6 teacher leaving at the end of the Term was a blow. An open advertisement for an experienced KS2 teacher has been issued and in addition to this a plea has been put to the WHF to second a teacher for two terms. If these avenues are unsuccessful the SLT will have to review the roles of the existing staff to ensure an experience teacher is moved to Year 6. AD added that they were also doing all that they could to persuade the teacher not to leave and he stressed that everything possible will be done to support the year group.	
13.	WHAT EVIDENCE DO WE HAVE OF ANY BEST PRACTICE IN OR SCHOOL HAVING AN IMPACT ON OTHERS <ul style="list-style-type: none"> • Southwold School will lead on the Jigsaw family's initiative across the WHF. • GPe will attend West Kidlington to share best practice with the work undertaken in Year 5 and KS1 including the inclusion and intervention work. • GPe has been invited to lead on a piece of work relating to the most vulnerable pupil premium children. • EH will support a group in regards to EYFS data. • Southwold School with James has led on the introduction of the mobile phone policy. • GPe is supporting Brookside School with an ECHP application. 	
14.	CHAIR	
14.1	The Chair advised that he had fed back following the last Chairs and Trustees meeting via email. There were no issues raised for the Chair to raise at the next meeting	
14.2	The Chair asked the LBG whether any of them would be available on 1 December to attend the next Parent Council meeting. WM stated that she believed she may be free and agreed to check her diary to confirm. GPe stated	

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		ACTIONS
14.3	that she would share the dates of all the school productions so that LBG members can attend if available. The Chair agreed to share some dates for LBG members to meet for a Christmas drink.	WM / GPe Chair
15.	ANY OTHER BUSINESS	
15.1	Governor Induction	
15.1.1	GPe advised that a new Governor induction programme has been introduced in school. Existing Governors that have not gone through this process were welcome to attend the training sessions. GPe agreed to send out some possible dates.	GPe
15.2	OFSTED Questions	
15.2.1	WM asked whether the OFSTED practice questions will be shared with the LBG. The Chair advised that he was working on these with CW and once complete they would be uploaded to the Governor Hub.	Chair/CW
16.	MEETING DATES FOR 2017/18 17 January 2018 14 March 2018 23 May 2018 11 July 2018	
16.1	All meetings will commence at 6.30pm and be held in school.	
16.2	The meeting closed at 8.45pm.	

Signature of Chair

Date