



Yewstock School

Full Governing Board Meeting

Monday 3rd of July 2023

Meeting started at 5.00pm

Clive Padgett, Pete Lagden, Peter Bush, Phil Ryall, Lucy Ross, Seonaid Walton, Mandy Morgan, Mark Hughes & Jeanette Rogers

Also present – Chris Chadwick

Clerk

Vanessa Burton

Apologies

Linda Caride, Sue Lauterwasser and Lucy Ross

PL welcomed all to the final Governor meeting of the academic year and CP explained that he had asked Emily Briggs to join. EB is the KS2 Lead and oversees behaviour. EB will be updating Governors on the upgrade for behaviour recording and EFL.

Behaviour Reporting and EFL – Emily Briggs

EB explained that the school had been using SIMS to record incidences of behaviour. However, this system was not easy for staff to access. EB went on to say that Behaviour and Safeguarding were very closely linked and that the other TADSS Schools were having similar conversations wrt running different systems. EB went on to explain that My Concern (the schools current Safeguarding reporting system) has additional notification groups and Behaviour is one of them. This means that a concern can be logged and sent to either Safeguarding or Behaviour leads, or both. EB then showed the Board the view from her dashboard. One of the many advantages is that those who reported the concern will be notified when EB has opened it. She went on to explain that there has to be an action before the concern can be filed. EB said that she really liked the system and has now trialed it with a number of Primary classes and concluded that it was a lot more effective than using SIMS.

CP said it allows him to be aware of incidents a lot sooner and can then make sure he checks in on staff or pupils that may have been injured (this is a rare occurrence). He went on to say that it should be rolled out across the school in September. CC said that it was much more streamlined and EB said that the categories were a lot more specific. EB then ran through the differences between running reports on SIMS compared to those on My Concern. The My Concern reports are a lot more specific and can be done a lot quicker.

MH asked what a good example of an action would be in a situation where a child bites another child? EB explained and discussion began. PL said that he was very impressed and that he would be happy for it to be rolled out in September. CP said My Concern had already been bought for

Safeguarding so there was no additional cost to use the Behaviour reporting feature. EB said she feels that it empowers staff to think outside the box and forces an action.

EFL – EB has been trialling this and explained that it was a move on from the Red Communication books and update emails. Assessment and progress is logged but the system can generate reports and show an individual pupil's learning journey. EB said that this only works if staff engage and continuously upload evidence and tag. EB went on to say that when she writes a report in the traditional way, she cannot remember everything a child has done throughout the year. With reports on EFL, everything is included. EB shared an example of a pupil's report and said video clips could also be attached. It is GDPR correct and very secure, the system will log you out automatically after a period of time. EB said that she had set up a family account with her parents and they in turn can use the app to access the system. Parents can also send pictures to school where class teams can comment. ***SW asked if this too would be rolled out in September?*** Discussion took place. ***PL expressed concern wrt parents who weren't tech savvy or had difficulty accessing the internet may inadvertently be excluded.*** EB said that learning journeys could be printed out or emailed as PDFs. ***MH asked if parents with no internet could bring in their devices and use the school's guest wifi?*** CP said yes and that he could get Jamie Dawe to run a clinic. EB said that Dorset Council also offer a free internet package to families in hardship.

EB to send details of this to PL and VB.

Discussion began around photo permissions and how the system works for separated and divorced parents. ***MH said he would trial this.***

PL asked if it would reduce teacher workload? CC said yes, once teachers have got the hang of it and providing it is updated. EB said it had reduced her workload.

All of the Governing Board agreed for the roll out EFL across the School and College from September.

Minutes of the last Meeting

PL confirmed that everyone had read the minutes and that there were no outstanding actions.

Agreed as a true copy and signed off.

Report from the Finance Committee

PB gave the following highlights from the FP&E Meeting that was held on the 12th of June

- The new Business Manager Shanna Serlin was introduced to the committee and members said their farewells to Bryan including the presentation of a gift and card.
- Monitoring responsibilities were confirmed as completed.
- A Premises update was delivered by BT, detailing both completed and planned work.
- The budget remained in good shape but will degenerate in subsequent years if funding increases or not in line with expected staff pay increases.
- The school Minibuses were discussed with options being considered for replacing aging vehicles.
- BT presented the committee with best value quotes for LED lighting and display boards. The recommended quotes were approved by the committee and the work will commence over the summer break.
- The ICT Strategy was discussed, and it was deemed to be working well as is the partnership with Oakford Technology.

- Policies – These were looked at by the committee who agreed they could go forward to this meeting for adoption.

Report from the Curriculum Committee

MH gave the following highlights from the Curriculum Meeting that was held on the 19th of June.

- The committee received a Curriculum consultation report from CC.
- A Subject Leader report from Sam McMillan on ASC (delivered by CC).
- A subject Leader report from Morgwen Adams for Outdoor Learning. MA has a background in this and the school has achieved an Outdoor Learning Award.
- There was one policy and this was agreed to go forward to this meeting for adoption.

Governor Audit Tool – Peter Bush

PB said that he recently attended an online training course in which the Audit tool was discussed. PB talked through this saying that it consisted of a list of questions which were designed so that Governors could ascertain if they were getting adequate information. A rating from 1-3 should be given to each question and then this should be reviewed to see if there were any gaps. ***MH asked how you should score if you didn't have a specific piece of information to hand but knew how to source it?*** CP said this would be sent out in September, with feedback then being provided at the Autumn 2 meeting.

Monitoring reports

SW said that she thought this was a lot better format and enabled you to ask more specific questions. She went on to say that it also highlighted how teachers and TA's were putting the subject across. MM said that she liked that monitoring was done with a partner. PL asked if working in pairs might be something to adopt and all agreed.

Discussion took place

PL to thank Lyn Gadreau for her time.

VB to identify outstanding monitoring and to update / complete the new Monitoring Planner for the next academic year.

Children in Care Annual Report to Governors

CC informed the board that the term Looked After Children had now been replaced with the term Children in Care. She will make all necessary changes to documentation. CC said that the report was different from last year, this one had been taken from the Virtual Schools Template and gave the following information

- Number of children in Care on roll = 6.
- Number of children previously in Care on roll = 8
- CC is the Designated Teacher.
- Details of Training that had been delivered.
- The CiC Policy is due for review in the Autumn.
- Details of achievements, interventions and requested funding.

CC went on to explain that the evidence for the report comes from the pupils Personal Education Plans (PEPs). CP said that the attendance for our CiC pupils is outstanding and that the breakdown

on spend shows it largely goes on TA support. The school also receives excellent feedback from Virtual Schools on CC's work.

Annual Inventory Check

VB explained that after discussion with the new Business Manager it was agreed that the best time to conduct this was in the Autumn term when everyone had moved to their new classrooms. The equipment register is now fully linked to the schools Finance system and any purchases over £50 have been imported and allocated to a specific room. This will just need to be checked and updated in the Autumn term.

Review of SDP Priorities

CP invited the board to look at their handout and explained that this was a draft plan for next year. He has amended it to match Ofsted grading criteria. He then went through the Priority Headings and explained that the current format allowed for more targets that are less broken down. He also outlined progress already.

Priority 4 has now changed to Improving Leadership and Management and CC at this point delivered her PP Presentation on this. She said that teachers on the whole are happy to engage with this but next year it will include all teachers. The terminology has changed to Professional Performance and Growth Plan and peer research and development groups have been set up so that teachers can research and collaborate to ensure they are staying current. Teachers have 3 targets, 1 relating to teacher standards, 2 relating to enquiry and questioning and 3 relating to Leadership. There will be 2 x meetings per year and more self-reflection. Teachers will also be allocated 1 "Growth Day" per year to carry out research etc. Lesson observations will be more like coaching visits.

CC shared Mentimeter results and questions and showed the enquiry questions that relate to the SDP.

PL asked if the Unions had agreed to this format? CC said yes they were happy. She went on to say that there was still the same line management structure but it was now called a coaching group. There are also new guidance sheets for both the reviewer and reviewee. Discussion took place. CC said the ownership was now on teachers to come up with their own targets. ***PR asked if a similar version could be rolled out for TA's?*** CC said yes it could and would be looked into.

SEF

CP informed the board that the SEF is updated every term. This current version contains comments from Ofsted. He went on to say that the information must remain current and any comments, including from external scrutiny visits etc must be within a 1-2-year timeframe. The SEF is now 11 pages as opposed to 30 so it has been condensed down as far as possible.

Governor Development Plan

CP explained that this was a draft version to be incorporated for the next academic year. Feedback from audits can be added. He highlighted Task No. 4 and stressed the importance of Governors being aware of their Equality and Diversity Statutory requirements. School staff will be receiving training on this on the **21st of September 3.30-4.45pm** and CP encouraged all Governors to attend as well. The Safeguarding training this year is just an update and this will take place on Friday 1st of September starting at 9.15am and again, all Governors are welcome. ***PL said if Governors identified any training needs that they required then to let CP or VB know.***

Head teacher's Report to Governors

- There are 165 pupils currently on roll and last week we said goodbye to the leavers – 5 Yr 14s and 9 Yr 11s. Pressure for places remains very high.
- Attendance – 94% is the target, but currently achieving an average of 92%. However, the last 5 weeks we have met the 94% mark. CP went on to say that Attendance is an SDP Priority and a strategy around this will be implemented. Our current attendance remains above the National Average for a Special School.
- Staffing – There has been no movement of teachers and 5 new TA Appointments have just been made. The new School Business Manager has settled in very well and the new Office Manager is starting on Monday the 10th of July. In addition, a 3-day Admin Assistant has been appointed to support EHCP Reviews and will take up their post in September.
- Strike Days – There are 2 x strike days this week (Wednesday and Friday). This round of industrial action means that half of all classes will be closed on both days. CP went on to say that he predicts whole school closures in the Autumn.
- Behaviour – As discussed earlier in the meeting. CP very excited for next steps.
- Complaints – None

Inset Plan for Next Year:

- Friday 1st of September Safeguarding
 - Monday 4th of September Zones of Regulation/SDP Focus/Teacher Appraisal
 - Friday 20th of October Teacher Appraisal, Performance Management TA PDR
 - Tuesday 2nd of January Teacher Appraisal, Performance Management TA PDR
 - Thursday 25th of March TADSS Conference
- Staff Requests - 2 Teachers have requested to reduce their working week from 5 to 4 days. CP asked the Board if they would support this by approving the request. **The Governing Board approved the request.**

Policies

Finance, Personnel & Environment

Acceptable Use
First Aid
Lockdown
Redeployment
Redundancy
Governor Induction
PE Health & Safety

Curriculum

Anti -Bullying

All Adopted

AOB

PB – asked arrangements for JM Leaving and a collection. It was agreed that Governors could contribute to the main collection and were welcome to attend the tea party organised for Thursday the 20th of July at 3.30

PR – applauded the school for continuing to go above and beyond.

JR – confirmed that this would be her last meeting. Her term of office comes to an end in September and due to too many other commitments she would not be opting to do a second term. PL thanked her for her time as a Governor at Yewstock.

MH – Said he was approached by a member of the public concerning lights being left on in the main school at night. CP said it could be cleaners but would ask Richard Hunt to investigate. MH said he would try and get some more information about times and dates.

SW – said that morning drop off times were becoming very chaotic and school busses were not being safe. An example of this was reversing to get around another vehicle while pupils were still getting off busses and being collected by class teams. Discussion took place and it was agreed that CP would contact the compliance officer at DC.

PL – said he was very grateful for all efforts that Governors have put in this year, especially the Chairs of the sub committees. He informed the Board that he has drafted a Thank You Letter on their behalf to send to all staff, regarding recent achievements and how well the school has recovered post the pandemic, and also in acknowledgment of the outstanding Ofsted grade, with no recommendations. He went on to praise CC and CP for continuing to push things forward and said it was very rewarding to be associated with the school. PL asked if Governors were happy for him to send this letter on the board's behalf. **All agreed.**

Meeting closed at 6.53pm

Signed as a true copy..... Date.....