

Minutes of the Uffculme School Local Governance Committee Meeting held on 19 September 2019 at Uffculme School

Attendees	Initials		Attendees	Initials
Alan Blackburn	ABL			
Jo Dentith	JDE			
Jill Larcombe	JLA			
Hannah Devine-Wright	HDW			
Andrew Woodward	AWO			
Caroline Wigley	CWI			

Apologies / Absence (reason if required)	Initials		In Attendance	Initials
Leo MacKenzie (pre-arranged holiday)	LMA		Liz Mitchell (Clerk)	LMI
Matt Pearce (pre-arranged holiday)	MPE			
Julian Berry (work commitment)	JBE			

Signed as a correct record of the meeting:

Date:.....

1. Chair and Vice-Chair

1.1 The clerk informed the meeting that the Directors had agreed that Caroline Wigley should be Chair for the coming academic year.

1.2 The clerk also informed the meeting that the Directors had recommended that Jill Larcombe be Vice-Chair for the coming year in order to support the new Chair.

CWI took over as Chair of the meeting

2. Apologies for Absence

Received and accepted from LMA, MPE and JBE.

3. Declaration of Business Interests

3.1 No business interests relevant to agenda items were declared.

3.2 Governors were asked to update the register of interests and return their forms to the clerk.

4. Board Membership Matters

4.1 Governors' attention was drawn to the Scheme of Delegation for the Local Governance Committee. These are currently under review by the Board.

4.2 Code of Conduct – governors were asked to sign this document and were reminded of the importance of confidentiality.

4.3 To determine whether meetings are open or closed – it was unanimously agreed that meetings should remain open.

4.4 To agree governor portfolios

Revisions to the current portfolios were agreed to reflect changes in Ofsted priorities. It was agreed there should be 6 portfolios and all should have responsibility for outcomes. It was also proposed that larger portfolios should have 2 governors attached:

- Safeguarding – JLA with CWI
- SEND – JDE (work with JLA on Safeguarding as well as the two overlap)
- Curriculum and Assessment – AWO
- Personal Development – HDW – with LMA supporting (as discussed under item 9.2)
- Teaching and Learning – LMA – with HDW supporting (as discussed under item 9.2)
- Behaviour – JBE (with Stakeholder Engagement, or this could be picked up elsewhere in LGC)

4.5 Governor Vacancy – there is currently a vacancy for a Teacher Governor owing to the resignation of Rebekkah Rousseau. This has been advertised to staff.

5. Safeguarding

All governors were asked to sign the Safeguarding Declaration and return to the Clerk.

6. Minutes of the Last Meeting

The minutes of the previous meeting held 4 July 2019 were agreed as a true record and signed by the Chair.

7. Matters Arising from those minutes

7.1 Progress with actions from the last meeting

4.1 – AWO gave a verbal report on his meeting with ABL last term. Items discussed were:

- 3 I's

- Developing the curriculum
- Opportunities to share expertise across an expanded MAT, particularly in developing the vocational curriculum at Uffculme School.

Governors should use the next round of lesson observations to focus on curriculum and where possible test out staff understanding of Intent.

8.1.4 JLA reported that she had met Katie Francombe to discuss PSHE. Kate Reed has now taken on the role of PD coordinator. Good, well prepared plans are in place for every year group. For some topics external visitors have been booked as it is thought they would have more impact delivering the material than school staff.

ABL informed the meeting that at an Independent Review Panel following a permanent exclusion last term, the school was advised to continuously give key messages to students. It is important that governors review the programme and look at how it builds through KS3 into KS4, to prepare students for later life. It was agreed to ask Katie Francombe to attend an LGC meeting to explain the PSHE programme.

Other actions have been completed.

8. Headteacher's Report

ABL updated the LGC on a number of changes since his report was written:

- Admissions – the request from Devon 0-25 team to take a Year 11 student has currently been refused by the school.
- Behaviour – there have now been 2 fixed term exclusions. JDE noted that the Independent Review Panel upheld the decision of the governors' exclusion committee regarding the permanent exclusion of a pupil in the summer term. Some weaknesses in the school's documentation were pointed out and the school has worked hard to address the issues raised.

8.1 Provisional KS4 data for 2018/2019

- Progress 8 is expected to be about 0.7 when national data is published, despite it being an exceptionally able cohort with very high starting points.
- **HDW referred to the gender split of high attaining pupils and questioned whether it is the reason why the progress measure for boys is lower. ABL responded that it is also the middle ability boys who make less progress. This is the area that needs most effort.**
- It was the most successful year ever with the high prior attainment group. Their progress improved and there was a big increase in the highest grades.
- Basics 5-9 (64.3%) was a slight disappointment. Part of the reason is that boys accept the message from colleges that they only need a 4 and so do not push for a 5. SLT have set a goal in the SIP to push towards achieve 70% in 5-9 basics. Strategies to challenge and incentivise boys are being developed, led by Simon Lane. He will work with Heads of Department, families and students and develop strategies on group and/or individual level to move students forward. Early intervention is critical. John Roberts does excellent work with Year 11 but other staff need to develop the skills. Students will be identified at the end of Year 7 to start intervention in Year 8.
- **HDW asked whether strategies developed would be transferrable to girls. It was confirmed they would and that the school would want to grow and evolve the programme to have more impact on more students and enable more staff to develop skills. This will also aid succession planning.**
- Agreed to ask SLA in to a Spring term meeting to update the governors.
- HDW asked ABL to add the size of each group to his analysis, which he will in future.

- Governors were shown DCC data which indicates how far ahead of other non-selective schools, particularly in terms of Progress 8, Uffculme is.
- The data reflects the challenge of the new courses. Students need to be resilient, to persevere and to engage for the whole course. The extra curricular programme helps students develop these qualities.
- It was noted that on the DCC data, academies were overall doing worse than maintained schools.
- Ebac point score is good despite not pushing students to take Ebac subjects.
- Governors congratulated ABL and the staff on the results.

8.2 Targets for 2019/2020

8.2.1 ABL asked to defer the academic target setting so that SLT can discuss them first.

HDW noted that Ofsted have shown that the effort teachers put into setting student targets can take them away from the classroom. ABL explained the school's attitude to targets. They give information on the cohort as a whole and help individuals achieve to their own potential as targets are aspirational.

8.2.2 Attendance – 97%. Achieved 96.9% this year which is very high, reflecting the strategies the school has developed to work with families to help enable pupils to attend.

9. School Improvement

9.1 Priorities for the Academic Year 2019/2020

9.1.1 SLT have rewritten the SIP to reflect the new inspection framework and are currently writing the actions to go with the priorities.

9.1.2 HDW asked about pupils' mental health and how the school helps to support them. ABL responded that staff are increasingly aware of which students are struggling and in need of support, both internally and externally. The school looks at how best to support them through their education, to balance their lifestyle and give them opportunities for the future without overloading them.

HDW questioned if some girls attain their good outcomes at the expense of their mental health, but JDE responded that this is unlikely as attendance is a good indicator of mental health (if a student is attending school they are okay) and the attendance at Uffculme is very high. Staff know when there are extenuating circumstances for pupil underperformance.

JDE also commended the school's Pupil Welfare register – the terminology is important to how students are viewed. **HDW questioned how attendance of vulnerable students is monitored. This is initially by the pupil secretary.**

Class charts software is up and running for staff, students will be issued logins this week and parents will have access in a few weeks' time.

9.1.3 In response to a question from JDE, ABL explained that the SIP has been written so it will work with or without the teaching school as the future of Teachings Schools is uncertain.

9.1.4 PD section of the SIP is very broad. ABL drew governors' attention to the intention of the school to work to challenge latent racism and intolerance towards minority ethnic groups and online bullying. The great progress that has been made in challenging bullying on the basis of gender or sexuality needs to be replicated in challenging latent racism and bullying on the basis of ethnicity. The school is concerned that this is underreported. It will be a big piece of work for the next few years and work will be needed students, parents and staff. How this is done will need careful consideration because of views within the local community.

9.1.5 Leadership and management focus is on supporting the development of middle and senior leaders and on succession planning. For example how to develop and retain younger staff (this will be helped by opportunities within the MAT). JDE commented that it is a good reflection on the school that staff want to stay, though it brings its own challenges. The importance of contextual knowledge of staff was discussed.

9.2 Determine governor monitoring visits schedule

The monitoring visits should help prepare the LGC for a potential Ofsted inspection.

Portfolio holders should have their first meeting the SLT lead for their areas as soon as possible.

ABL will be part of first Safeguarding meeting which will be on the annual audit.

Department curriculum statements will not be completed until later in the term as ABL and LHE are currently drafting the overarching curriculum statements. For the past few years all departments have explained their curricula in the booklets for years 7, 8 and 9.

In response to a question from JDE, ABL explained that the school is in a very strong position with a high quality curriculum – it is just that some additional paperwork is needed. In response to a question from AWO, ABL stated that though curriculum is the main focus for Ofsted, it is not the school's only focus at the moment – PD is also a high priority, because of the new requirements, challenges in the community etc. A new policy will be ready by half-term in advance of the statutory requirement. It will be important to look at how it works in practice and how other areas (assembly, student leadership etc) feed into it.

JDE felt that Ofsted would think that the academic results speak for themselves – though they might dig deeper into PSHE, culture, what makes the children here achieve.

Governors will need to test the curriculum: to look at the documentation and see if it translates in practice.

There was discussion about the Governor portfolios and it was proposed that HDW and LMA should share Teaching and Learning and Personal Development portfolios.

9.3 Pupil Premium Impact Report 2018/2019

9.3.1 JLA stated that the report does not include details of the main barriers to achievement pupils in the school face. It was agreed that these should be added.

In future, the guidance is that PP planning can be longer term so may go to a 3 year plan to tie with the SIP. AWO will arrange to meet with Mr Roberts to look at PP provision. He noted that though there is a gap in attainment, the performance of disadvantaged students at Uffculme compared to all students nationally is extraordinary. Progress 8 of 0.4 for the disadvantaged cohort is exceptional. ABL stated that the school always wants to do better and staff have a greater awareness of who has PP.

HDW commented that PP and Disadvantaged cohorts are not the same. ABL explained that the only PP students who are not Disadvantaged are the service children and at Uffculme this is a very small cohort.

The Pupil Premium Impact Report 2018/2019 was agreed, subject to the inclusion of a list of the challenges faced by disadvantaged students.

10. Governor Development

10.1 Report on any training/development undertaken

- JDE and AWO have attended Safeguarding Level 3 training.
- JDE has attended an update on exclusion training as she sat on an Independent Review Panel.
- AWO has undertaken NSPCC safer recruitment training.

- DAG conference is on 9 November and on 11 February Karl Sampson will be doing a follow up on the June Ofsted Seminar.

10.2 Training needs to be addressed

- AWO still to undertake new governor training. This year the MAT has bought a governor support package from Somerset not Devon. It has also bought NGA membership and access to their online training courses.
- HDW asked if there is training available for governors on PD. JLA will send some information. Clerk to look at what is available from NGA.

11. Policies

11.1 SEN Policy – no significant changes. Agreed unanimously.

11.2 SEN Offer – date to be amended on the front page. Subject to this change it was agreed unanimously.

11.3 Behaviour – ABL explained that as a result of the comments from the IRP, the Behaviour Policy has been amended to explain what could trigger an Exclusion. (The Exclusion Policy explains the procedure for an exclusion.) This is an interim measure while a full review of the Policy is done for next September. The list of triggers is the same for all schools in the MAT. **JDE questioned whether it should therefore be a MAT policy. ABL responded that the directors develop the values and core beliefs but how schools act on them varies depending on their context and phases. Individual schools need to allow them to do what is right for them.**

Governors requested that online abusive behaviour and sharing inappropriate images be added to the list of possible triggers for an exclusion. Subject to this addition, the Behaviour Policy was agreed unanimously.

JDE asked how rigorously the school is in getting the home/school agreement signed. It is not statutory but is in the school planner and is signed by the students. However, it is not held by the school, but by the students.

12. Any Urgent Business Brought Forward by the Chair

None.

13. Items for the next agenda

- The agenda will be influenced by the meeting for chairs and clerks with the board.
- Reports from portfolio holders if possible.
- Pre-meeting session on data – invite John Roberts.
- Update of Safeguarding Policy in light of changes to KCSiE. This is a MAT policy and is reviewed later in year – JLA to request the Board review it earlier as changes are effective from September 2019.
- SEF – working document for briefing on key areas. Ties with LHE’s SEF tool for the whole trust.
- Academic targets.

14. Impact of this meeting

- Governors were pleased to see the Progress achieved by students at Uffculme and to see where the school is placed locally and the reasons for this.
- Also very pleasing to see the high Ebac figures.
- Recognise that the school is more than an exam factory and cares for the wider welfare of the students, through PD, mental health etc.

- Good to have clarity in the SIP and to see how the priorities fit with the new Ofsted Inspection Framework.
- Results data – progress for disadvantaged students is exceptional.

16. Date of next meeting

Thursday 21 November. The meeting for all UAT directors, governors and clerks that was scheduled for 27 September has been postponed.

There being no further business the meeting ended at 8pm.

ACTIONS

Agenda item	Action	Who	Deadline
3.2, 4.2, 5	Update register of interests forms, code of conduct and Safeguarding Declaration and return to clerk	All governors	ASAP
7.1	Invite Katie Francombe to a LGC meeting to deliver a session on PSHE	Clerk	
8.1	Invite Simon Lane to a LGC meeting in the Spring Term to update governors on programme to challenge and incentivise boys	Clerk	
8.1	Governors' congratulations on the results to be passed to staff	ABL	ASAP
9.2	Portfolio holders to arrange first meeting with lead SLT	Portfolio holders	ASAP
9.3.1	PP Impact Report to be amended as discussed and then published on the school website	ABL/LMI	ASAP
10.2	New governor training for AWO Check what PD training is available (for HDW)	LMI JLA/LMI	ASAP
11	SEN Policy to be published on the school website. SEN Offer and Behaviour Policy to be amended as discussed and published on the school website.	LMI ABL/LMI	
13.	Request UAT board to bring forward their review of the Safeguarding Policy in light of changes to KCSiE from Sept 2019	JLA	27/9/2019