



## Minutes of the Local Governing Body meeting on 25<sup>th</sup> January 2023 at 6.30 p.m. in person at school

### Governors Present:

Phil Bevan (PB) (Head Teacher)  
Alex Bond (AB) (Community) Chair  
Paul Ray (PR) (Community) Vice-Chair  
Jane Braddy (JB) (Community)  
Mick Mayes (MM) (Community)  
Ruth Long (RL) (Community)  
Kathleen Thomas (KTh) (Staff)  
Jane Hulse (JH) (Parent)  
James Barnes (JBa) (Parent)  
Samantha Gould (SB) (Parent)

### Guests:

Paul Dipple (PD), Assistant Headteacher

### In attendance:

Alex Molton - Clerk

### Apologies:

Mirabelle Stobbs (MS) (Community)  
Tara Barnes (TB) (Staff)  
Liz Holmes (LH) (Associate)

### In Absentia:

The meeting opened at 6.40 p.m.

	Procedural Matters	
1	<b>Standing Item: Welcome, apologies for absence and acceptance/non-acceptance, resignations, governor recruitment, agenda for today</b> AB welcomed governors and guests to meeting. Apologies were sent and received from MS, LH and TB.	Action
2	<b>Standing Item: Notice, Confidentiality and Quorum Requirements</b> The meeting was declared noted and quorate and attendees were reminded re confidentiality of the matters discussed until they were in the Public forum.	
3	<b>Standing Item: Declaration of Interest / Pecuniary Interests for tonight's meeting</b> None were made at this point in the meeting.	
	<b>Ensuring Accountability</b> ( <i>Governor questions and comments are in italics</i> )	



<b>4</b>	<p><b>Standing Item: Approve minutes of 6<sup>th</sup> December 2022 and review Carried Over Items</b></p> <p>The minutes were approved as a true and accurate record of the meeting.</p>	
<b>5</b>	<p><b>Standing Item: Any Out of committee activity</b></p> <p>An Ofsted training session with Duncan Millard and LH took place on 10<sup>th</sup> January.</p>	
<b>6</b>	<p><b>Receive the 'Children Who are Looked After (CLA)' report 2021/22</b></p> <p>PD provided a report to the meeting detailing the students we have who are CLA or Children We Care For (CWCF).</p> <p>Two of the students are brothers and one has returned to the list as they have returned to the school (PD explained that this is part of a wider complex safeguarding case).</p> <p>Three of the pupils are also on Child Protection Plans too.</p> <p>PD explained to the meeting the current situation for children on the register and their unique circumstances.</p> <p>Governors did not have any further questions about the report.</p>	
<b>7</b>	<p><b>Receive and review finance update</b></p> <p>PR confirmed we have now got a person in the Central team allocated to FCC and the first finance meeting for an update on this is booked for next week.</p> <p>At the moment we are looking at a shortfall of at -£50,000 but PB has confirmed that there will be extra funding coming in shortly which will reduce this figure. This should put us back into a surplus which will then help to cover the unexpected pay rise to teachers which we had not anticipated when setting the budget last year.</p>	
<b>8</b>	<p><b>Receive and review risk register 2021/22</b></p> <p>A copy of this was provided to the LGB.</p> <p>Covid has now been removed from the register, although major staff absence is always the biggest risk to the school.</p> <p>PB explained that there was lots of staff absence during the weeks before Christmas, including himself with Covid. Joe Bettle did a great job of keeping the school open and running well whilst PB was unwell.</p> <p>There is a national shortage of supply teachers which affects our ability to keep the school running when there are lots of staff off sick.</p> <p>PB explained that site security has been added to the risk register. PB confirmed that we have now received a quote for fencing around the majority of the site, to connect with the proposed new gate by FVP. £60,000 was the quote for the whole area. The LGB agreed that it was crucial that the site was kept secure and staff and students are safe in school.</p> <p>PB suggested that he would come back to the LGB at a later date with a business case for using our reserves for the fencing, once further quotes have been received.</p> <p><i>Will there be several entrances in the fencing and how will access work?</i></p> <p>PB: Yes, there will be pedestrian access gates which will be locked through the day and opened at the end of the day by staff.</p> <p><i>Is this a full register of all of our perceived risks?</i></p>	



	<p>PB: No, but this covers the main areas.</p> <p><i>Do we need to add drugs to this register? Do we consider that we are vulnerable from a county-lines perspective?</i></p> <p>PB: We are not considered to be of particular risk. The issue that we had at school regarding this recently was dealt with swiftly and according to our processes and procedures. We see this as a standalone incident. We added some discussion around this into our F&amp;S today and our safeguarding audit which took place last week showed that we have good policies in place. We feel that this issue was dealt with proportionately. We had an assembly on this and following this more students came forward with further information which was encouraging.</p>	
9	<p><b>Receive and review Single Central record</b></p> <p>PD confirmed that this was covered in the recent safeguarding audit carried out by the Local Authority and this is largely complete. There is some work to be done on this, mainly around checks which have been newly introduced, so Clare Ellison (CE) is chasing up staff and governors where they need to provide extra information. We want to make this watertight and ensure that we are following current best practice. Gemma Rogan, as Trust Safeguarding Lead, has provided some guidance and is continuing to support with our work on this.</p>	
	<p><b>Strategic Matters</b> (<i>Governor questions and comments are in italics</i>)</p>	
10	<p><b>Receive Head teacher's Report</b></p> <p>This was added to GovernorHub for governors to review before the meeting. Governors thanked PB for the new format report which helped to keep the information clear and concise. The governors welcomed the new format Head Teacher's Report, with additional quantitative input.</p> <p>PB briefed the governors on the drugs incident in school 16th January. 2 pupils suspended; three pupils taken to hospital for observation. A letter was sent to all parents informing of the event. This is subject to ongoing investigation and Governor's Disciplinary Panel. It is believed to be a one off incident and does not indicate a widespread use of, or selling of drugs on school premises. School safeguarding processes were found to be appropriate. The LGB will be informed of any developments on this issue.</p> <p>PB explained that sadly there has been the death of a student in Year 8 and we have provided support and counselling for staff and students on this.</p> <p>The Year 11 boys' football team won the Oxfordshire Schools' Cup.</p> <p>We had 80% attendance for the mocks meeting and we could only just fit everyone into the hall, so we are now looking at the year 9 options evening and how we will fit parents in for that.</p> <p>Year 11 mocks results were shared. Results are better than last year so hopefully this is an indicator that our GCSE results will be better.</p> <p>Our priorities remain SEN (which is higher in our school than the national average) and PP (although less so, as we are below the national average on this – this also includes services families).</p> <p>PB explained that the school really needs to do much better with SEN students</p>	



and providing the right support for them. Our demographic has changed, needs from parents has grown and there has been an increase in students with undiagnosed needs which are not receiving the right support who do not have an EHCP. There are many cases of undiagnosed ADHD and SEMH conditions which cause big strategic and operational challenges. If we can get the support right for these children this should then come through in the results.

*Do you give those undiagnosed students extra support as if they had a diagnosis?*

PB: Yes, we try to as much as possible.

PD is currently leading on SEN but futuristically this needs to be headed up by another senior leader as it such a large area and PD also leads on other significant priorities.

PB explained that we also need to carry out further staff training on these less-often diagnosed conditions to increase awareness and help these students to have appropriate support in the classroom.

*Are there any plans for us to help provide information to parents of SEN children to help them to support their children?*

PB: Yes. PD organised parent meetings on SEN and Safeguarding which were successful. He has gathered feedback following these, which will help to shape the next ones, which are planned for later in the year.

*Do we analyse the resources that are put into place for SEN children and how effective our spending is in term s of making an impact?*

PB: Yes, PD is leading on this. Historically needs were around educational needs but these have now spilled over into SEMH and behaviour which can mean more individual support is needed.

*Are we getting much extra funding for mental health support?*

PB: Not really but we can engage the Sixth formers with being leaders at school to help support with this.

Whole school attendance is 91.4% - national is 91.7%.

SEN and Year 11 attendance is a concern and we will continue to monitor this.

*Are parents encouraging students to use online learning where they are not well enough school as this is now set up?*

PB: Yes, possibly.

*Is 0.3% off of national attendance a concern?*

PB: Not for the majority of students but for disadvantaged students.

*Does this figure include all leave, authorised and non-authorised?*

PB: Yes.



*Do we know how our attendance levels for SEN compare to national figures?*

PB: No but we can try to find out for comparison.

**ACTION: PB to find out national attendance level for SEN and PP students and report this back to the LGB.**

Safeguarding figures will be more helpful now that we have some admin support in place to start analysing these in more detail and gaining a better understanding of the reasons behind these issues and any common threads or themes.

*Is our information stored on CPOMS?*

PB: Yes.

Safeguarding training is now taking place each year for staff and all staff are now up to date with level 1 of this, with further training booked in for 23<sup>rd</sup> February.

SEN numbers are increasing overall throughout the school, although governors recognised that some year groups have unusually high levels of SEN.

PB explained that having the same beginning to each lesson can be really helpful for SEN students as they know what to expect when they come into the classroom and this can help them to settle quicker.

PB brought to governor attention the numbers of fixed term exclusions etc., which remain high, particularly in Year 8 and 9, who were certainly affected by Covid. We need to keep an eye on these children and ensure that we put in place positive interventions for these children where needed. Many of the issues are related to students' confidence in class and often their ability and confidence in reading, which impacts on their ability to access the wider curriculum.

PB explained that one of the key messages that came out of student voice is that students are afraid of getting answers wrong in front of their friends and peers.

**ACTION: PB to add PP report to GovernorHub for the LGB to review.**

PB explained that in terms of results 7+ and 4+ are the key areas for focus.

*How do we measure the impact of our spending of PP funding?*

PB: Mark Adams (MA) has put the report for this together. We try to make sure the spending is targeted to make the most impact on our disadvantaged students.

**ACTION: PB to invite MA to the next meeting for some discussion on what we spend PP funding on and the impact that this has.**



	<p>Natalie Williams-Turley and Paul Hume have left the school this term. Rose Wood has started in finance doing admin and is doing well.</p> <p>CPD was reported in a separate document. PB explained that we are supposed to have one training event per week and try to keep to this.</p> <p>Positive feedback was received from parents on the ski trip.</p> <p>Some negative comments came forward from parents on the uniform checking activity this morning.</p> <p><i>We need to ensure parents are aware of the possibility of purchasing a second hand uniform.</i></p> <p>PB explained that we will be carrying out a website compliance review on Monday and have just signed a contract to get a new school website which is more fit for purpose.</p> <p><i>We need to also write a new uniform policy to encompass the changes to guidance to this.</i></p> <p><b>ACTION: AM to add to the agenda for the next meeting.</b></p> <p><i>Do we know how many teachers will be out with the forthcoming teacher strikes?</i></p> <p>PB: We don't know at this time and teachers don't need to let us know until the day itself. The likelihood is that a couple of key groups will be out. We will need to prioritise staff to cover exam groups, vulnerable children and children of key workers.</p> <p>PB reported that some S106 funding will be coming in to build some new classrooms down by the Wilson building, and this should help to contribute towards the cost of fencing the site.</p> <p>PB is looking at adding in a non-teaching Safeguarding post into the SLT next year to free up PD and allow him to focus on other key strategic priorities. PB is currently considering the SLT for September and a draft for this will come to a future LGB meeting for consultation about this. Governors recognised the need for a Safeguarding Manager post.</p>	
11	<p><b>Standing Item: Health and Safety update</b></p> <p>AB has carried out the Term 3 H&amp;S audit and will put together a report on this shortly. There are no significant areas of concern and Jason is working through these as they are reported.</p> <p>AB spotted some issues with storage and boxes being piled up but these are typical workplace issues.</p> <p>There is a slight issue with scaffolding on the back of the leisure centre as the</p>	



	<p>hardstanding we have to allow fire engines access to the Wilson Building is now blocked off. Contractors have put into place tiles into the ground but these are not properly together and a gas tanker which attended recently got stuck. CE is in touch with the leisure centre about this.</p> <p><i>Do we know how long the scaffolding will be in place?</i> AB: No as they are having solar panels put on the roof.</p> <p>One issue which needs to be resolved is the cold water tap in the Sixth form which comes off the tank and not the mains, so we are investigating this. AB confirmed that the water is regularly tested for legionella and there have not been issues on this so far.</p>	
12	<p><b>Standing Item: Policies:</b></p> <ul style="list-style-type: none"> <li>- <b>Equalities</b></li> <li>- <b>Careers</b></li> </ul> <p>These were added to GovernorHub ahead of the meeting for the LGB to review.</p> <p><i>Do we still do work experience?</i> PB: We do, but not en masse. These can be opportunities to have contact with those working in professions or areas in which students are interested. We particularly support when these targeted to more vulnerable students who might not have connections to access work experiences.</p> <p>Not spending money on the risk assessments required for all students to undertake work experience means that our careers advisor can conduct 1:1 interviews for all year 10s, 11s and 12s.</p> <p><i>What are we doing with T-Levels?</i> PB: We are not doing these as we have an academic Sixth form.</p> <p><i>Can we add detail of Compass + into the Headteacher report?</i> PB: I don't have much detail on this as it takes place in careers specifically.</p>	
13	<p><b>Receive update on alternative provision</b></p> <p>The LGB received a report from PD on what is being provided to certain students at this current time and the feedback that we have received about how well this is working for these students.</p> <p>PD explained that he has visited Matthew Arnold school and has been looking at trying to build relationships with other schools which provide their own alternative provision to see if we can share resources, as hardly anything is available through OCC.</p> <p>PD explained the purpose of Wilderness Pioneers and how this works – fundamentally it is a bit like forest school but for older children, with very hands on and practical experiences. It is also significantly cheaper than Meadowbrook. We have to send a member of staff with the students and we are thinking of sending the staff from the reflection room with them. We want to specifically target Year 8 female students. Across schools this cohort are proving to be the most challenging in terms of behaviour. We are also planning to send a Sixth former with the students too, which will help their UCAS statements and also</p>	



	<p>help the students to feel less like they are being singled out from their peers. PD explained that we currently do 50 alternative provision sessions in school with alternative timetables; we have had in rappers to help with literacy, darts teachers and boxers to look at mindfulness.</p> <p>PD explained that the alternative provision in Oxfordshire is particularly bad so OCC are keen to add any to the list of current providers but we need to ensure that these are actually good and providing good value for money before we use them for our students.</p> <p><i>Can you quantify progress made as a result of using alternative provision for our students?</i></p> <p>PD: Looking at behaviour points there has been a drop and there have been improvements in Maths and English. Involving Sixth formers will also help to de-stigmatise the group as being the 'naughty kids club'.</p> <p><i>Is it typical for students to be attending alternative provision for a month?</i></p> <p>PD: The report shows when the provision will stop for each student. We have to buy Meadowbrook in six week blocks. We also have to pay for taxis to get the students to/from school. This costs around £180 per student and although we pay this up front we are usually able to get this back.</p> <p><i>Is the Health &amp; Beauty course for 2 years?</i></p> <p>PD: No, this will run for two terms only.</p> <p><i>How do we handle reduced timetables for those students who need this?</i></p> <p>PD: These do not usually have much impact and when I joined the school I felt that the number that we had in place was too high. We are now looking at reducing the number of these overall.</p> <p>PD explained that he was not involved with those cases where students are given extra lessons in English and Maths in order to help them to get what they need to move forward to a post-16 path.</p> <p><b>ACTION: PD to provide figures on the impact of our alternative provision.</b></p>	
14	<p><b>Ofsted planning</b></p> <p>PB uploaded the SEF to GH before the meeting for governors to review.</p> <p><i>This will be helpful for us as governors to get a better understanding of the weaknesses of the school and areas of strength.</i></p> <p>Governors to discuss this in more detail at the next meeting.</p> <p><b>ACTION: AM to add to the agenda for further discussion.</b></p> <p><b>ACTION: AM to add Ofsted to each meeting agenda.</b></p>	
	<b>Other Matters</b>	
15	<p><b>Good News Items</b></p> <p><i>Would the school be interested in re-establishing after-school clubs such as</i></p>	



	<i>those previously run by the Rotary Club?</i> PB: Yes, come through me initially and we will look at setting these up.	
<b>16</b>	<b>Next meeting date:</b> Meeting set for 21 <sup>st</sup> March 2023, 6.30pm at the school	

Meeting closed at 9.45pm