



**Meeting of Isebrook Local Governing Board  
15<sup>th</sup> January 2020  
4.00pm**

**Isebrook SEN College**

**Final Minutes - Spring Term 3**

**Chair's Signature:.....Date:.....**

<b>Governor</b>	<b>Designation</b>	<b>Present</b>	<b>Apologies✓ Absent x</b>
Tracy Hall (TH)	Headteacher	✓	
Sandy Cooke (SC)	Chair Appointed	✓	
Vacancy	Vice Chair		
Babs Loveday (BL)	Appointed Governor	✓	
Vince Whitworth (VW)	Parent Governor	✓	
Vacancy	Parent Governor		
Karen Lees (KaL)	Staff Governor	✓	
Amy Mellor (AM)	Staff Governor		✓
<b>In Attendance</b>			
Kevin Latham (KL)	CEO	✓	
Anthea Murphy (AM)	CFO	✓	
Esther Bushell (EB)	COO		✓
Ellie Edwards (EE)	Company Secretary	✓	
Julie Fellows (JF)	SHT	✓	

**Governors Challenge**

<b>35/2020</b>	<p><b>Welcome, Apologies &amp; Absence.</b> Chair welcomed everyone with no apologies. Chair also welcomed Vince Whitrow (VW) to the meeting, VW has applied for the Parent Governor vacancy. <i>VW left the room at 4.05pm</i></p> <p>Clerk presented VW application to the committee and highlighted that no other parent had applied for the vacancy and therefore did not have to go to a ballot. Governors discussed and all agreed to appoint VW as Parent Governor for Isebrook LGB committee. <i>VW entered the room at 4.10pm</i></p>	
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	<p>Clerk informed the committee that Isebrook Staff member Amy Mellor (AMe) had submitted an application for the current Staff Governor vacancy. There were no other staff applications submitted for this post and no staff ballot was needed. Governors discussed and all agreed to appoint AMe as a Staff Governor. AMe was not present at the meeting due to other commitments.</p> <p><b>Action: Clerk to inform AMe of her appointment as Staff Governor.</b></p> <p>The Chair informed the committee that JB has resigned from her Vice-Chair role as she has taken up employment overseas. The Chair wished JB good luck in her new adventure. The Vice-Chair position is now vacant for anyone wishing to volunteer for this post.</p>	
36/2020	<p><b>Quorum.</b> The meeting was quorate.</p>	
37/2020	<p><b>Declaration of actual or potential conflict of interest arising from this agenda.</b> None to report.</p>	
38/2020	<p><b>Notification of AOB.</b> None to report.</p>	
39/2020	<p><b>Minutes from previous meeting.</b> <b>a. For approval</b> The minutes of 14.11.19 were approved by the LGB and signed by the Chair. <a href="https://app.governorhub.com/document/5ddb765bce9cea0acf746df/view">https://app.governorhub.com/document/5ddb765bce9cea0acf746df/view</a></p>	
40/2020	<p><b>Questions on Head of School report.</b> <i>HoS reports received on 08.01.2020, and circulated via GovernorHub on 08.01.2020.</i> <a href="https://app.governorhub.com/g/isebrookschool/docs/5e161ae6c08a020f567e01ec">https://app.governorhub.com/g/isebrookschool/docs/5e161ae6c08a020f567e01ec</a></p> <p><b>Teaching and Learning highlights.</b></p> <ul style="list-style-type: none"> <li>• Headlines can be found on the report circulated.</li> <li>• All data is in and can report however some of the data didn't match and school need to realign with the provision map.</li> <li>• Baseline data – school are meeting with teams to moderate in math's so they all agree on all levels.</li> <li>• AHT's will be able to match two sets of data which will be more accurate for reporting.</li> <li>• School have introduced new Maths and reading assessments, this will produce stronger data and will be reported at the next meeting.</li> </ul> <p><b>Brief feedback on Post 16 Visit.</b></p> <ul style="list-style-type: none"> <li>• Chair met with Post 16 Leader and said she was impressed in the short space of time how things had moved on. There was evidence of changes and great plans for the future of Post 16.</li> <li>• Previously there was no real structure and there were underlying staffing problems however this looks very different now.</li> <li>• There are specialist Teachers in post and competent staff in groups. All staff understand what students are learning and can cover staff absence, whilst still ensuring students are doing appropriate work for their ability.</li> <li>• There is progress in Maths and English and are developing these skills in other areas like Skills for Employment.</li> <li>• Students now have a variety of options in Post 16 to learn new skills.</li> <li>• Chair reported lots of promising changes and evidence of plans to progress.</li> </ul> <p><b>Action: SC to write up Post 16 Governor visit for clerk to circulate.</b></p>	SC

Chair's Signature.....

- Student attendance is currently 90.9%.
- One student not attending school however the school are waiting for another provision for this student.
- Attendance is not as accurate as it should be and will be looked at by the AHT's and will report back to Governors.
- Attendance report circulated shows great improvement for some students.
- FSM student's attendance is low however there is a back story regarding these students.

**Q. Do you have a EWO?**

A. No we have EIPT. The School help families and will refer in the correct way, we try other avenues like EHA's.

**Exclusions**

- There were 34.5 days of exclusions which equated to 9 separate incidents. These were made from bullying, physical, and racist incidents.
- This was mainly Y11 Students and school are looking at alternatives for these students.
- The School work closely with the local PCSO and always look to help and support the young people.
- The Trust are updating the Exclusions Policy. Governors have duties under law regarding exclusion of their pupils. This will be circulated in due course.

**Q. Do students go home with a work pack?**

A. Yes, this is asked for as some parents accept this and some do not depending on the circumstances.

**Child Protection.**

- Autumn Term two was a long seven-week term and concerns were high.
- Incidents have happened on NCC Transport which have been followed up with the school and NCC.
- Bullying and racist incidents have doubled. All incidents are followed up with restorative meetings with parent/staff and the person. This is a powerful process to help things right.
- A Governor suggested "The Blue Butterfly" which could help some students showing sexualised behaviours in school. Although this programmed is good it does not use the same language as the school however with further discussions this could be modified to suit the school's language.

**House Points**

- One house was awarded activities as a treat for winning the most points. Students could choose a range of activities as a reward including Swimming, Wickstead Park, Bowling, a film and hot chocolate.
- The captains of the four houses take their role very seriously and students are really investing into the house point system.
- A few students have been selected to record their knife crime rap for Crime stoppers. This will feature on local radio and be shown in cinemas across the country.

**Staff Recruitment**

- One resignation and one staff member not returning after Maternity leave.

	<ul style="list-style-type: none"> <li>• There are interviews scheduled for Pastoral Assistant and L4 TA English Interventions.</li> </ul> <p><b>Staff Absence.</b></p> <ul style="list-style-type: none"> <li>• Number of Teaching staff absence - 93 days, Support staff - 131 days.</li> <li>• One teacher on long term sick since March 19 and one Teacher absent due to major surgery, this was planned and school were aware.</li> <li>• Support Staff – 23 members absent and is made up of long term and short term absences.</li> </ul> <p><b>Health &amp; Safety.</b></p> <ul style="list-style-type: none"> <li>• Near misses is ongoing and will be reported on in the future.</li> <li>• A member of Support Staff was injured whilst out on an activity which was dealt with.</li> <li>• The culture of embedding Health and Safety needs more work.</li> <li>• There have been changes in the Site Team and some staff are attending an IOSH course.</li> </ul> <p><b>Mental Health and Wellbeing.</b></p> <ul style="list-style-type: none"> <li>• The School have a good culture of Mental Health and Wellbeing, staff look out for each other.</li> </ul> <p><b>Complaints.</b></p> <ul style="list-style-type: none"> <li>• One formal complaint which is ongoing.</li> </ul>	
41/2020	<p><b>SDP/SEF</b> This will be presented at the next meeting 04.03.2020.</p>	
42/2020	<p><b>MAT Feedback - CEO report</b> <i>Trust report received on 08.01.2020, and circulated via GovernorHub on 09.01.2020.</i> <a href="https://app.governorhub.com/document/5e15a10960166d15607eeb6c/view">https://app.governorhub.com/document/5e15a10960166d15607eeb6c/view</a> <a href="https://app.governorhub.com/document/5e15a10f23f0c6cfbda52a89/view">https://app.governorhub.com/document/5e15a10f23f0c6cfbda52a89/view</a></p> <ul style="list-style-type: none"> <li>• Rothwell Library handover due 29<sup>th</sup> Jan 2020 to the Trust.</li> <li>• The Trust are working with solicitors Brown Jacobson and Friends of Rothwell on a legal agreement.</li> <li>• AHT looking at a timetable and curriculum offer, this will be Trust wide.</li> <li>• The Studio in Kettering will be relocating to Rothwell Library.</li> </ul> <p><b>Q. What is a meu?</b> A. The is a legal agreement of fundraising, how it is being run by who etc.</p> <p><b>Q. Will there be other groups using the library?</b> A. Yes, the same groups currently using the library now, there are a range of groups that use this facility. All schools across the Trust will also use this facility</p> <ul style="list-style-type: none"> <li>• NCC have agreed for the Trust to run a SPI (Specialty post 16 institute).</li> <li>• This is due to open in September 2020 and the LA have funded 10 places. The SPI cannot open officially until 4 months of operation.</li> <li>• External providers under Section 41 can apply to use the College.</li> <li>• There will be two pathways, one to employment and one to independence and by year 5 120 students will be using this facility.</li> <li>• This will be a separate legal entity with a separate Trust Board to support this. NCC will help the Trust find a suitable property.</li> </ul> <p><b>Safeguarding.</b></p> <ul style="list-style-type: none"> <li>• It was highlighted that it is a legal requirement to have a Governor Safeguarding Lead however, Safeguarding responsibilities for one</li> </ul>	

	<p>Governor is a lot to take on and Trust are looking into a central team to manage Safeguarding across the schools.</p> <p><b>Careers Link for Enterprise.</b></p> <ul style="list-style-type: none"> <li>• A Careers Link for Enterprise presentation was presented to DHS LGB last week. This is an exciting project for the young people across the MAT. More information to follow.</li> </ul>	
43/2020	<p><b>Safeguarding.</b></p> <p><b>Accident/Incident Reports.</b></p> <p>A Governor visited Isebrook to conduct a Safeguarding walk, this report will be circulated ready for the next LGB meeting 04.03.2020.</p> <p><b>Action: Clerk to add Safeguarding to Headteacher report item.</b></p>	EE
44/2020	<p><b>Finance.</b></p> <ul style="list-style-type: none"> <li>• Year End Audit was reported to be a clean audit with no adjustments from Streets.</li> <li>• The Management report highlighted DHS and the previous Trust E4A.</li> <li>• Streets Accountants are happy and the accounts have been filed.</li> <li>• Accounts on Govenrorhub showered a variant of £40,000 but now a surplus of £32,000 due to incoming payments.</li> <li>• December accounts coming at the end of the month.</li> <li>• Headteacher and CFO meet regularly and will reforecast the budget and will report back.</li> <li>• The accounts are looking healthy at the moment.</li> <li>• It was noted that Out of County invoicing needed to be better and going forward will raise these earlier to claim the money.</li> </ul> <p><b>Q. Are Out of County forthcoming with the funding?</b></p> <p>A. Sometimes we have to fight for the cost of a place regarding a student's needs. We do have to invoice and make this more streamline.</p>	
45/2020	<p><b>Policies.</b></p> <p><b>Mat Policies</b></p> <p><b>School Policies</b></p> <p><a href="https://app.governorhub.com/document/5e15a1213b67f9a99fc15873/view">https://app.governorhub.com/document/5e15a1213b67f9a99fc15873/view</a></p> <ul style="list-style-type: none"> <li>• The Supporting Students with medical conditions updated policy was circulated due to an audit of medication in school. This involved the School Nurse, Headteacher, CEO and Pastoral Manager.</li> <li>• The Medical room is now safer administering and holding meds.</li> <li>• The school are auditing Staff training at the moment.</li> </ul> <p><b>Q. A Governor asked if this has been difficult with parents?</b></p> <p>A. Most parents are happy with the process and any issues have been dealt with. School are working with parents with students who find it difficult to administer medication.</p> <p><b>Exclusions Policy.</b></p> <p>CEO and Headteacher are working on the Exclusions Policy and will circulate to Governors via GovernorHub shortly.</p> <p><b>Action: Clerk to circulate Exclusions Policy via Governorhub when ready.</b></p>	EE
46/2020	<p><b>Governor of the term.</b></p> <ul style="list-style-type: none"> <li>• BL volunteered to visit the school with a focus on Curriculum and will meet AHT 16.01.2020.</li> </ul>	



- Training days proposed – September 1<sup>st</sup> & 2<sup>nd</sup> 2020, 4<sup>th</sup> January 2021 there will be no training day in November or April 2021 but will finish on 20<sup>th</sup> July instead of 21<sup>st</sup>.
- This would mean there would be 12 hours of training time to disaggregate. The plan is for a mixture of training time throughout the year including twilight sessions, individual training or across Trust training to make up this time.
- This will have an Impact on families to find childcare, but families may have the opportunity to go away for a cheaper holiday.
- Staff will be consulted on this during next Wednesday staff training. (22.01.2020)

**Q. Will there be anything in place for students during the two-week holiday?**

A. This is being looked into at the moment and may offer a holiday club but no firm plans as yet.

**Governors all agreed with the change in the term dates following consultation with staff and parent/carers.**

**Q. What happens if staff do not do the training?**

A. All staff will need to attend training. This training could also be offered across the MAT and with individual flexibility.

Headteacher reported to Governors that on the next agenda there will be more information regarding, feedback from staff survey, Assessment data and a Gatsby presentation.

**Voice in a Million (VIAM).**

Governors were asked if any of them would like to volunteer and support students visiting Voice in a Million on 18<sup>th</sup> March 2020. BL submitted her interest.

**Action: Clerk to add LOA request as a standing item.**

KL left the meeting at 5.48pm

D

EE

48/2020

**Matters arising:** Update as shown below:

22/10 – Notification of AOB	Clerk to set timed agendas going forward <b>Will set for next meeting</b>	15.01.20
	Clerk to ask staff member to submit their LOA case to the Governors in writing. <b>Done</b>	15.11.19
	Chair to write to member of staff declining LOA request. <b>Done</b>	22.11.19
22/19 – MAT Feedback	Chair to circulate Safeguarding report to Governors after 10.12.19 visit. <b>Not complete</b>	20.12.19
27/19 - Safeguarding	Clerk to email Medical Audit report to Governors. <b>Done</b>	15.11.19
30/19 – Governor of the Term	Executive Head to send Chair Website checklist <b>Done</b>	21.11.19
33/19 – Date of next meeting	Clerk to change meeting dates <b>Done</b>	22.11.19

Chair's Signature.....

	<b>Matters arising from 14.11.19</b> None	
49/2020	<b>Date of next meeting: 04.03.2020 start time 4.00pm.</b>	
50/2020	<b>Confidential Items.</b> None to report.	

The meeting finished at 18.22pm

**Actions arising from the LGB meeting**

40/2020	SC to write up Post 16 Governor visit for clerk to circulate	14.02.2020
43/2020	Clerk to add Safeguarding to Headteacher report item	24.01.2020
45/2020	Clerk to circulate Exclusions Policy via Governorhub when ready	26.02.2020
46/2020	SC to send Safeguarding visit report to Clerk for circulation	26.02.2020
47/2020	Clerk to clarify LOA dates with staff member.	16.01.2020
	Clerk to add LOA request as a standing item.	26.02.2020

Chair's Signature.....