**MINUTES FROM THE GOVERNING BODY OF BELVUE SCHOOL**

**Date** Thursday 25 June 2015

**Time** 5.30 pm

**Location** Belvue School

**Present** Mr Andy Baxter Co-opted Governor Chair to the Governors

Mr Jay Shah Parent Governor

Mrs Shelagh O’Shea Head Teacher

Nicola Harmer Co-opted Governor

Mrs Lyn Woodcock Local Authority Governor

Jo Andrews Co-opted Governor

**Attending** Dawn Carmichael-John Looked After Children Manager

Ms Lorna Brown Clerk

The meeting began with the presentation ‘Assessment Without Levels’ from Dawn Carmichael-John, the Looked After Children Manager.

Dawn reported on the new models for assessing students. She gave examples of application and scoring.

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|  | **Item** | **Comment** | **Action** | **Whom/When** |
| 1 | Introductions and Apologies | Received from Liz Lyons |  |  |
| 2 | Authorised/unauthorised absence | Nil unauthorised absences.  Sukveer is on maternity leave.  Tamieka Sooknanan has stepped down from her role as Vice Chair and Governor due to her increased workload.  AB requested a note of thanks to be sent.  AB reported elections for Chair and Vice Chair will be dealt with at the next meeting in October. Nominations should be sent in before then. | SO to send a thank you letter to Tamieka.  Nominations to be sent in for positions of Chair and Vice Chair |  |
| 3 | Declaration of Interests | There were none. |  |  |
| 4 | Minutes from the previous meeting | Agreed |  |  |
| 5 | Matters Arising | School Self Evaluation.  To be discussed at the next meeting  SO to send JA copy of leadership documents  Julie Lewis – visited school. SO reported meeting was positive.  Ken Acock – Planned for 40 students. Expecting 44 students in September 15. SO has raised this with Julie who has forwarded to Kevin Oakhill to respond. No response as yet.  SO will raise the issue again with Julie as Kevin is leaving shortly. | To be discussed at the next FGB  Leadership documents to JA  Extra students from Sept. SO to chase Julie. | October 2015 |
| 6 | Head Teacher Report | SO reported on the School Development Plan.  She said all work will be evidence based. Will look at research in future.  Priority 1  SO reported the Education Technologist was in post – continue into next year.  LW queried the progress of TA qualifications.  SO replied they should have attained level 1 last year and level 2 this year. They should be at level 2 by end of this summer.  SO explained these were vocational qualifications – equivalent to GCSE grades.  AB questioned the delay as the courses were ratified and agreed by the full Governing body 2 years ago.  SO explained the decision regarding the workforce level of education being commensurate with role of TA in schools.  NH asked how many were employed at Belvue.  SO replied approx. 35 full time TA’s and some part timers.  AB asked how many achieved level 2 in English and maths.  SO replied this was not known. Also progress was not monitored. Maths and English tutors were provided but the TA’s could choose outside providers instead.  SO said a culture change was needed so that the TA’s realised the importance of the qualification. Also at present the scope and individual circumstances of each TA was unknown.  SO also reported current TA’s were on sc7 – same as NQT. With on-costs approx. £35k per annum.  AB said as they are earning a professional salary they should be qualified to level 2.  LW asked if there was a time limit on gaining the qualifications.  SO said within 2 years. The TA remains in post if on level 2.  AB asked SO to audit and report back.  Governors queried if it was beneficial to have TA’s or more teachers.  There was research done by Education Endowment questioning the impact and role of TA’s in classroom. High cost – low impact.  But SO supported the use of TA’s and said a good TA has to understand learning.  AB said it must be made clear that the same performance management should apply to both TA and teachers.  JA questioned how many TA’s had reached the required level and how many were going through the process.  SO replied out of 25, 12 needed qualifications.  NH asked if 12 were unqualified – how many failed level 1.  SO said approx. 4 or 5 did not achieve level.  LW asked if it was free or did they have to pay.  SO said the school paid for the 1st attempt. The TA pays for further attempts.  AB asked for a breakdown of this information.  JS questioned if without qualification – are they capable of doing the job role?  SO replied the standard of education has changed. We now need to analyse where a child is not achieving. She said you can’t analyse maths/English if you yourself can’t reach level 2.  JA queried the impact of learning at the school if 5 TA’s were removed. She also asked if the part time TA’s would take on a full time role.  SO reported on the recent appointment of graduate TA.  SO also stated that the TA’s were dedicated to school and committed to raising standards.  Priority 2  SO reported Science –improving and positive.  Priority 3  National Curriculum - Dawn Carmichael reported.  Priority 4  SO reported the gap was closing between FSM and Non FSM.  JA – explained EAL – English as an additional language.  Priority 5  Post 16 provisions.  SO has met the architects for the Ken Acock Centre. There was some concern over the size of the building being too small. The design was for 40 pupils but 44 were expected.  SO reported she was investigating:   * developing an outdoor plant nursery. LBE could get providers to employ people with SEN and buying from social enterprises. * SO also reported they had taken up 2 allotments next to the Ken Acock centre and glass house. * Pupils at Ken Acock will also be running their own kitchen * SO also looking at bicycle maintenance. They will visit another school in Richmond where there is thriving bike maintenance. Dave – cycle maintenance. * Ken Acock to provide food for Age Concern who are really keen for students to provide lunch.   SO reported that Catalyst Housing had recruited Zayne as an apprentice.  Plans for Ken Acock will need to be submitted to planning by the end of this term.  Data  SO reported on the statistics. The following was noted:  KS3 FSM outperforming NFSM – in English.  FSM Maths slightly behind peers.  Cause for concern – nil for KS3  SO reported a very strong year 9 in KS3.  In KS4 pupils tend to plateau – national problem also noted in non-special schools.  Issues with target setting – trying to address with more rigorous monitoring.  KS4 – outcomes for GCSE and entry level qualifications – this is the last year doing GCSE.  SO reported on a very strong year 9 – they will be studying the new GCSE but will find it difficult. | SO to audit TA’s status and qualifications  SO to provide breakdown of attempts. | For next meeting  For next meeting |
| 7 | Governor Training | Governor training – LW reported the next training would be Safer Recruitment.  AB said there were National College courses for Chairs.  SO reported all staff had completed radicalisation training including SMSA.  SO reported on the proposed change in schedule for the working week. There would be a change to the working day - giving more flexibility.  This could not be done before as Belvue shared transport with Castlebar school.  The proposal is for 2 days - Tuesday & Wednesday to finish early at 3pm.  Allowing Tuesday to have TA teaching planning time for 45 minutes.  Wednesday will be for Safeguarding meetings – looking at individual pupils. For all staff including office staff.  AB queried how those not on transports would cope and how many independent travellers.  SO replied 60% independents.  JS asked about the after school club. SO said they were looking at appointing outside providers to start from Sept 15.  NH asked when the TA’s get training.  SO said Thursday mornings for half an hour on a rotating basis plus specific training.  AB asked if Governors approval was needed for working week changes.  SO said it was needed.  JS suggested consulting with older pupils in year 11.  SO agreed.  The Governors agreed to approve schedule changes in principle subject to consultation.  SO agreed to do for a year and monitor. | The FGB approved the changes in the schedule subject to consultation. | To be monitored for a year. |
| 8 | Correspondence | Correspondence – nil |  |  |
| 9 | Any Other Business | See Appendix A.  Governor NH had visited the school on polling day. She had spoken to Greg the school IT manager, the senior leadership team and some students. She reported therapies were mapped.  LW asked if there would be a dedicated staff room at Belvue.  SO said one would be available when Ken Acock opens.  JS reported on the excellent and very exciting school show. This could be counted as a Governor visit.  He also reported on the excellent artwork.  SO to put pictures on website. |  |  |
| 10 | Date and Time of Next Meeting | The next Governing Body Meeting will be held on Tuesday 13 October 2015. There will be a presentation at 5.30pm and the meeting will start at 6.00pm. Dates for the whole year will be set at the meeting. |  |  |

Chair of Governors Belvue School

Rowdell Road

Northolt UB5 6AG

Lorna Brown

Clerk to the Governors Date