



# Minutes

## Ruby Country Local Stakeholder Board

Date 08 June 2021

Meeting Ref: RC 21002

Meeting Start: 16:36

Governors in Attendance							
Attendees	Initials	Attendees	Initials	Attendees	Initials	Attendees	Initials
Phil Whittley	PW	Lisa Paton until 18:22	LP	Sunita Cahun	SC	Anne Bunning until 18:16	AB
Nigel Williams	NW	Richard Parsons	RP				

Also in Attendance			Apologies		
Attendees	Initials		Attendees	Initials	
Tania Skeaping	TS	Chair Trustees	Annie Little	AL	Technical issues
Brian Simber	BS	Ofsted Inspector			

Note: Item 7 taken first.

### 1. Welcome and Introductions

PW welcomed all and introductions made. RP thanked for helping to support governance until the board is fully recruited.

### 2. Attendance and Apologies

SL hoped to attend; no response from KH

### 3. Declarations of Interest

Reminder issued, none declared

### 4. Minutes of last meeting

Minutes of meeting 5th May 2021 agreed and signed

### 5. Outstanding actions

SL contacted and confirmed he will be a board member; had stated availability from September. KH contacted, but issues with IT remain unresolved and communications have been difficult.

**ACTION:** PW to follow up with KH

### 6. Governor Housekeeping

**Governor Recruitment** - One further resignation (personal reasons). Vacancies: 2 X Parent, 2 X Staff, 1 X Co-opted, 1 X Foundation. No response to letter asking for parent & staff nominations. Potential sources to follow up: Principals - Discussions with parents and school support groups;

JH - lodge vacancies on GfS; PW/LP - Approach diocese for Foundation governor; PW - MAT newsletter advertisement across other schools. JH to obtain copy of poster from BD.

**Skills Audit** - Incomplete due to vacancies; colour coded map in Gov Hub as it currently stands.

**Meetings 2021-22** - Dates already set for the next year. All content to keep to a Tuesday, and 4.30 start time (subject to new appointments and availability/access).

All felt it would be helpful to have an informal round-up meeting before end of term, to look at risk assessments and support Principals.

**Chair 2021-22** - Vacancies prevent alternative appointment - PW to discuss with SL.

**ACTION:** Follow up recruitment actions (all)

**ACTION:** PW arrange informal meeting before end of term

## 7. Ofsted (item taken at start of meeting)

BS introduced himself, and gave a brief outline of things for governors to consider in preparation for an Ofsted inspection.

All advised to re-read the powerpoint slides as presented in training session in March.

JH will set up an 'Ofsted-Ready' folder in Gov Hub for key documents which should be re-read on a regular basis.

BS outlined the key issues for governors to familiarise themselves with (see attached summary). He also outlined the process of inspection, and the focus required of governors.

Governors noted the importance of meeting notes to document challenge and support.

BS reiterated the importance for governors to have clarity of the vision and aims of the school(s), an understanding of the school(s), to hold the school to account, and to ensure that money is being spent to the advantage of the children.

BS thanked for his very helpful presentation. BS left meeting 17:08

**ACTION:** JH set up 'Ofsted-Ready' folder in Gov Hub for key documents

## 8. MAT update

TS acknowledged the initial teething problems with emails and Gov Hub, hopefully working through. No questions

## 9. Principals Reports

### Safeguarding -

**Risk Highlighted** - Significant staffing issues at BBT; 2 teacher vacancies and one TA. All hub schools are working together, moving staff and supporting where possible.

**What is being done to address the problem?** One vacancy can be advertised; TA post being advertised internally (plus one TA maternity cover).

**How is the classroom being covered?** Long-term supply solution being sought until appointments can be made.

**Have there been questions from parents?** One parent has asked questions; we're not able to talk to parents until we have a plan in place.

**Have you made any MASH referrals and if so, have they gone through?**

BR - two MASH referrals, one has gone through to single assessment. BBT - None

**Note an increase in CPOMS entries, what is being done?**

BR - has been an increase in CPOMS entries over covid. Since the return there are a greater number of children and families needing help and support.

**How many children in care?** BR - None

**How many Level 3 trained staff?** BR - 3; BBT - An issue of concern as there is no safeguarding deputy if I am off site at Bradford. It has been raised with AK.

**What is being done?** SC basing myself there as much as possible, but there is no immediate solution until we can sort out the staffing.

General discussion followed on potential solutions, including training administrator as safeguarding deputy, and liaising with MG and Vice Principals. LP/SC to take forward

**How many staff are trained in pediatric first aid?** BR - 3 BBT - concern as above

### **Attendance, Behaviour and Exclusions -**

**When is the attendance data taken from?** 8th March - 28th May

**Level of persistent absence (PA) is very high. What are the reasons?** BR - We do have a high number but we are confident we can show small incremental steps of improvement with those families. We are in contact with them and reviewing regularly.

BBT - set up a meeting with the EWO who left post before the meeting took place. Now proactively seeking time with replacement EWO. We have two families of particular concern.

**What stage are those at?** Second letter sent; third is imminent. SC not stepped in until this point; issues with one of the families has improved marginally. LP will take up and support SC.

**Is there a plan for a full time return into school for those children?** BR - yes, although there are two children with complex needs for whom it may not be possible.

**Are there specific case studies for those?** Yes

**In regard of those homeschooling during lockdown, have exit interviews been completed and the way back mapped for those children?** BR - All interviews are done and we're in regular contact with those families.

**Are behaviour care plans in place?** BR -Yes. BBT - Yes, but there are some impacts due to the staffing situation.

**Have there been any exclusions, or serious incidents?** BR - None. BBT - Concerns around one child, but otherwise not. Boundary fence is a concern and this has been taken up with AK, needs urgent attention.

### **Transitions -**

**Are you happy with the transition arrangements from the Trust?** The three secondaries are organising a week-long summer school aimed specifically at catch-up for all Year 6 transitions. We are trying to sell an attractive catch-up programme for maths and english plus enrichment activities. This is on top of the secondaries own transition arrangements, school visits etc.

**Are the children happy with their next steps?** Many Year 6 children are more than usually nervous due to covid and we've asked the secondaries to address some of these fears during the summer school. Child at BT is a concern, but having events in school to try and alleviate concerns.

**Are children allowed to attend for part of the week?** It's really down to the secondaries but we are talking to them about this and hope there will be flexibility.

**Will all Year 6 children have the same offer?** Yes.

### **Website compliance -**

**Are websites compliant?** We have checked, confident we are compliant. BBT - need to re-check the date on risk assessment.

### **Funding and Impact -**

Governors noted it would be helpful for future reports to include some key information about funds and spend plans.

**How are you measuring the impacts, and reporting that information?** We work in a cycle, towards producing an annual report. This year we have had to slowly build information on the impact of spending and especially the impact on behaviour, but this is not a typical year.

**But you would be able to allocate spending against specific actions?** Yes, the plans and costings are all there, but the impacts have yet to be looked at.

Noted as a big item for next term.

### **Data and Assessments-**

<p><b>What assessments are being done?</b> BR -Years 2 and 6 have been using past papers, and we are also using past papers for phonics screening and Year 4 doing a tables test.</p> <p>Question raised about completion/submission dates for statutory assessments - PW to double-check dates.</p> <p><b>How are you reporting to parents?</b> Reporting to parents in the same way, using reports and including catch-up plans.</p> <p><b>Are parents aware that some level of assessment is happening?</b> LP - concerns were voiced at QEC about a potential letter to parents explaining what is being assessed and why. However, it's actually no different to what has been done in the past; a newsletter item would cover all aspects without unnecessary emphasis.</p> <p><b>How is the data looking at BBT?</b> Not an outstanding year, and still need to look at the data carefully. Given numbers, could we possibly have an individual case study for each child, showing incremental progress?</p>
<p><b>ACTION:</b> JH ensure Safeguarding a standing agenda item</p> <p><b>ACTION:</b> JH agenda / Principals report on spending and impacts Autumn term</p> <p><b>ACTION:</b> LP/SC take forward suggestions to support issues of safeguarding deputy and trained first aider</p> <p><b>ACTION:</b> LP support SC with persistent absence issues</p> <p><b>ACTION:</b> PW - Check on assessment submission dates to trustees</p>

<p><b>10. Risk Assessments</b></p>
<p><b>Have your risk assessments been regularly reviewed and updated since March?</b> All have been reviewed. No change in measures, although equally have not relaxed any measures in light of Delta variant. SC to ensure date on published risk assessment is correct.</p> <p>Bridgerule (BR) not mixing children, staggered breaks; fewer families needing to self isolate.</p> <p>Bradford/Black Torrington (BBT) two class bubbles, eating together but maintaining distance &amp; ventilation and separate exit/entry system. LP to observe out of meeting.</p>
<p><b>ACTION:</b> SC ensure latest version Risk Assessment on website</p> <p><b>ACTION:</b> LP observe safe lunchtime measures at BBT</p>

<p><b>11. Lead Governor Reports</b></p>
<p>QEC Committee 26 May</p> <p>Foundation Leads 27 May (meeting closed lack of attendance)</p> <p>Chairs update 30th May</p> <p>Meeting notes will be made available on Gov Hub</p>

<p><b>12. School Visits</b></p>
<p>No visits booked</p> <p>NW identified possible dates for SEND visit and will liaise with AB</p>
<p><b>ACTION:</b> NW liaise with AB to arrange visit</p>

<p><b>13. New and updated policies</b></p>
<p>N/A this meeting</p>

<p><b>14. Ethos update</b></p>
<p>N/A this meeting</p>

<p><b>15. Recent training</b></p>
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Bitesize sessions continue. New list out from Babcock  
 Clerks team is working to get training on to a central platform for visibility and booking

**16. Next Meeting date**  
 Tuesday 21st September 2021

**17. School Events**  
 None listed

**Meeting closed: 18:40**

**Decisions from (date)**  
 None made

<b>Action Table from 08 June 2021</b>			
<b>No.</b>	<b>Lead</b>	<b>Action</b>	<b>Deadline</b>
5	PW	Follow up contact with KH	14 June
6	ALL	Follow up recruitment actions	end June
6	PW	Set date for informal meeting before end of term	end June
7	JH	Set up 'Ofsted-Ready' folder in Gov Hub for key documents	immediate
9	JH	Ensure Safeguarding a standing agenda item	immediate
9	JH	Agenda - Principals report on spending and impacts Autumn term	September
9	LP/SC	Take forward suggestions to support issues of safeguarding deputy and trained first aider	18 June
9	LP	Support SC with persistent absence issues	immediate
9	PW	Check on assessment submission dates to trustees	immediate
10	SC	Ensure latest version Risk Assessment on website	immediate
10	LP	Observe safe lunchtime measures at BBT	14 June
12	NW	Liaise with AB to arrange visit	18 June

<b>Trustee Summary from (08 June 2021)</b>
<b>Achievements</b>
<b>Concerns</b>
Governor recruitment
<b>Risks (Categories: Safeguarding; Education quality; Admissions; Covid recovery; Sustainability)</b>

**Safeguarding:** Staffing levels at BBT leaves no deputy safeguarding officer and insufficient trained pediatric first aiders.

**Safeguarding:** Boundary fence at BBT

Signature of Chair:

Date: