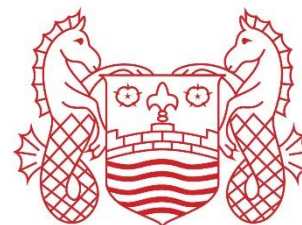


**The Netherhall School and Oakes College
Local Governing Body
Meeting Minutes**

8TH December 2021 via Zoom



Governors Present

Shelley Monk (SM Chair), Chris Tooley (CT Principal), Nicky Odgers (NO), Paul Bullen-Smith (PBS), Ellie Wood (EW), Rachel Calder (RC), Gilles Monniaux (GM) and Kit Temple (KT)

Others Present

Daniel Berry (DB), Steve Lewis (SL) and Roxanna Glennon-Lynch (RGL)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	All those present agreed to the recording of the meeting. The clerk was not present at the meeting but the meeting would be minuted from the recording.	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest.	
3	Agree minutes of last meeting and matters arising not on this agenda	
	Item 5: GM requested that the minutes of 21.09.21 be amended to include reference to the fact that he raised the issue that teachers were spending too much time checking uniform when their time would be better spent teaching. Item 6: There was concern from a governor that children may be identifiable in the PP report and that the section on the report entitled 'Plans for the Year' was a little confusing and required further formatting. See Item 6 below. It was agreed that the minutes would be amended.	SM
4.	Principal's Report	
	CT had circulated his Principal's Report prior to the meeting and governors had had ample opportunity to read it. Q Was there any analysis available regarding the reasons why pupils leave mid-year? A This tends to be due to normal mobility of pupils rather than any exodus to local schools. Q Why are there so many Year 8 starters? A This is due to the vacancies resulting from the lower numbers for Year 7 the previous year now being filled. Q Should the reasons for exclusions be separated into either drugs or alcohol? A No because this is an official category. There tends to be more drug related rather than alcohol related offences at NS. Q Why have Year 12 admissions reduced so drastically – down from 140 the previous year to 105 this year? A It is difficult to give a reason but the fact that students weren't able to visit the school and the inability to implement the outreach	

	<p>programme due to the pandemic may have resulted in fewer applications. KM commented that it is hoped that the introduction of online applications and the USP of the extra-curricular offer will prevent this from becoming a trend.</p> <p>Key points of note:-</p> <ul style="list-style-type: none"> • The link with the Sports Partnership will be relinquished by NS but the opportunity to replace NS will be offered to other local schools. There is no loss of funding or benefit to NS. • Although society is gradually returning to a kind of normality, the school still feels that it is the midst of the pandemic as pupil and staff covid cases continue to rise. As a result, preparations are underway for a further lockdown after Christmas with all returners being tested prior to the start of term. <p>Q How is staff morale? A Morale is high amongst students although a significant minority continue to suffer from mental health issues. Staff morale has generally been positive but the need to cover classes and other duties has left staff limping towards the end of term.</p> <p>Q How secure do staff feel about dealing with the gaps in learning? A Assessment at the end of the last lockdown reflected a positive picture as the majority of students engaged with online learning. Where gaps were identified, after school sessions were attended. There are clear gaps in learning but these tend to be very individual and the school had been directed by the LA not to set work for students who were absent due to a precautionary PCR covid test as this could be seen to be condoning the absence.</p> <p>DB joined the meeting at 6.40pm.</p> <p>Q Attendance data is very different to last year – is there a reason for this? A NS attendance is slightly above the national average for the UK. The reason for the difference is that covid absences are coded differently to last year in that students who tested positive on an LFT awaiting a PCR test are coded 'not absent' (as last year) but students who receive a positive PCR are coded as 'absent' (coded 'not absent' last year). A new SIMS report will separate the covid from the non-covid absences which will then reflect the true underlying absence rates.</p>	
5.	Hobbs Centre progress	
	<p>DB had issued a report relating to the Hobbs Centre prior to the meeting. Four students had been identified as candidates for the Hobbs Centre and a further 2 students would be included later in the year. The centre is having a positive impact but attendance is challenging as progress is good once the students attend. However, change cannot be affecting unless students attend. This is frustrating. Parental engagement is good. The key to keep students engaged which then makes school a positive experience is to keep the environment different and interactive and learning limited to half hour chunks.</p> <p>A governor suggested the introduction of a Playstation as a motivational tool for learning. This would be investigated.</p>	DB

	DB was thanked for his report and for attending the meeting then left the meeting.	
6.	Pupil Premium statement	
	<p>The PP statement had been discussed in the Resources committee meeting but it had been agreed that this would be better monitored in the TLB committee meeting. The Terms of Reference needed to be changed for both committees.</p> <p>It was also discussed as to whether or not the case studies should be removed from the PP statement when it is published on the school website in spite of the fact that AL did not agree. It was agreed that the case studies would not be shown on the website but that a statement would accompany the PP report confirming that 'Anonymised case studies are available on request'. The original PP statement would retain the inclusion of the case studies.</p>	<p>SM</p> <p>TH</p>
7.	Safeguarding update	
	<p>SL joined the meeting at 7pm. He had issued a safeguarding report for governors prior to the meeting.</p> <p>Q What happens when someone reports a safeguarding concern via the school website?</p> <p>A The information is forwarded to 6 members of staff using a Google document and one of the 6 members of staff will then log the concern on the school's internal safeguarding portal MyConcern. The concern is then dealt with accordingly.</p> <p>Q Do concerns arrive over the weekend and if so, who monitors this?</p> <p>A SL or KM monitor receipt of concerns over the weekend. All concerns logged during office hours are addressed by staff.</p> <p>Q How are concerns relating to sexual violence and harassment addressed by staff?</p> <p>A There is an increased awareness of this type of abuse amongst students due to recent publicity of this issue. As a result, there has been not only increased reporting but also increased confidence in reporting that this is in fact an issue which should be reported.</p> <p>SL mentioned that Duncan Cooper had performed a deepdive of safeguarding at NHL reviewing both students and processes horizontally and vertically to ensure quality. RC had also checked policies during her safeguarding visit.</p> <p>SL also mentioned that he would like to present further safeguarding training to governors centred around the local context at NS.</p> <p>SL left the meeting at 7.15pm.</p>	<p>SL/SM</p>
8.	Committee meeting Autumn updates	
	Committee chairs updated governors on the Autumn Term meetings.	
9.	SEND overview of student needs and action plan	
	<p>RGL joined the meeting at 7.20pm.</p> <p>RGL had circulated a safeguarding report for governors prior to the meeting.</p> <p>Q When will ELSA training start?</p> <p>A This has been booked in for January 2023 although the school is looking to bring this forward by using an independent provider possibly in March 2022. A Lego social skills club will also be starting.</p> <p>Q A governor asked how RGL had evaluated the state of the inclusion department since her arrival at the school.</p>	

	<p>A RGL said that she had found a strong team providing good support to students. However, it was evident that there was some progress to be made in terms of statutory documentation, some annual reviews were overdue and some EHCP actions needed to be mapped to provisions. Her priorities were as follows:-</p> <ul style="list-style-type: none"> • Analyse 'K' on SEN register – 93 pupils -and ensure ADPR has been documented. Provision mapping software purchased to speed up this process. • Accuracy of SEN register reviewed and decisions made based on recent assessments • Approach to SEND needed to be more graduated and different groups of students created to address more individual needs. <p>Q Could the provision mapping software be used by other schools in the trust?</p> <p>A Currently only 2 schools could use the software but a whole MAT approach to purchasing would be beneficial.</p> <p>Q What are the training needs of staff as regards SEND?</p> <p>A A Google Form had been distributed requesting staff to indicate which two areas of training were needed most. 53% of staff had indicated a need for training on 'task adjustment' and a significant proportion of staff asked for information on emotional and behavioural disorders. Staff engagement was good.</p> <p>Q Do you feel that SEND provision is catered for well across all departments?</p> <p>A This requires a knowledge of how the curriculum is planned in each department. It would seem that there is inconsistency in how or if staff are including SEND at the curriculum development stage. This may be due to staff lacking confidence or having the knowledge to adjust for SEND.</p> <p>A discussion followed regarding the difference between the SEND policy and the SEND information report and it was agreed that RGL would review these documents and report back to the LGB. Governors were impressed with the approach RGL had taken and thanked her for her work and for attending the meeting which had been very helpful.</p> <p>RGL left the meeting at 8pm.</p>	RGL
10.	Governance items	
	<p>The Behaviour Policy (which included the uniform policy), the Attendance Policy and the Accessibility Plan were all approved by governors subject to the addition of a hyperlink to the Exclusion Guidance as an appendix in the Behaviour Policy.</p> <p>It was agreed that PBS would become the PP link governor. SM reminded everyone that link governor roles are statutory and as such, governors are required to engage in training for their role. It was agreed that a link governor role for Inclusion should be developed.</p> <p>RC mentioned that it would be useful for governors to have access to The Key and this would be investigated.</p> <p>SM gave a governance update on the new Risk Register which fell to the Principal to complete. This was a significant change from the previous system.</p> <p>SM mentioned that herself and CT were finalising a letter to AL regarding the current funding proposals which resulted in schools</p>	<p>CT/SM</p> <p>SM</p> <p>SM</p> <p>CT/SM</p>

	becoming less autonomous. Duncan Cooper was already aware of their concerns and other schools had also raised this issue.	
11. AOB		
	There was none.	
12. Date, time and venue of next meeting		
	TLB – 9 th February 2022 Resources – 1 st March 2022 LGB 21 st March 2022 The meeting ended at 8.15pm.	

Items for Future Meetings	
Meeting	Item
LGB	Access to The Key
Resources	Update to Terms of Reference Review financial risks in Risk Register
TLB	Update to Terms of Reference

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3	Amend minutes from 23.09.2021		SM
5	Investigate use of Playstation as a motivational tool		DB
6	Amend Terms of Reference for Resources and TLB committees		SM/NO and GM
6	Remove PP case studies from PP statement on website and add note		TH
7	Safeguarding training on local context		SL/SM
9	Review SEND Policy and SEND information report		RGL
10	Add hyperlink to Behaviour Policy		CT/SM
10	Develop link governor role for Inclusion		SM
10	Investigate access to The Key		SM
10	Letter to AL re current funding proposals		CT/SM

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
Liaise with PBS regarding governor recruitment		SM	Completed
Place advert in newsletter asking for parents interested in joining the LGB		CT	Outstanding
Check when School Uniform Policy is next due for review and report back to governors		CT/SM	Completed 08.12.2021
Provide safeguarding update at LGB on 08.12.21	08.12.2021	SL	Completed 08.12.2021

Financial risks to be reviewed at Resources meeting on 17.11.21	17.11.2021	GM	Completed March 2022
CJ, GM and KT to forward contact numbers to SM for inclusion within Critical Incident Plan	ASAP	CJ, GM and KT	Outstanding
Forward any comments on policies to SM/KJ by 04.10.21 – after this the policies could be taken to be approved		ALL	Completed 08.12.2021

Approved