



**Becton Transition Board
Theme - Medical/Becton
Tuesday 11th October 2022 at 16:00
Chapel House Academy, Sheffield**

Those Present:		
Joel Hardwick	Assistant CEO – Strategy & Partnerships/Chair	JH
James Gibson	Executive Headteacher	JG
Karen Ranson	Assistant Headteacher	KR
Gary Smith	Deputy Headteacher	GS
David Poulson	Community Governor	DP
Also Present:		
Apologies:		
Vicky Hawksley	Governance Clerk	Clerk
Jenny Ashton	Parent Governor (via Teams)	JA
Sapphire Johnson	Wellbeing Governor	SJ

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from: Jenny Ashton, Sapphire Johnson, Vicky Hawksley.	
1.2. To accept apologies for absence Apologies were accepted from: Jenny Ashton, Sapphire Johnson and Vicky Hawksley.	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business to be considered None.	

<p>3. DECLARATION OF INTERESTS</p>	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
<p>4. CHAPEL HOUSE ACADEMY LOCAL GOVERNANCE MINUTES</p>	
<p>4.1. To approve the minutes of the following meetings: Chapel House Academy Local Governance Meeting held on 12th July 2022</p> <p>The minutes were approved as a correct record of the meeting.</p>	
<p>4.2. Review Action Tracker</p> <p>Item 4.1.4 – H&S requirements around the use of ICT equipment – JG updated members – a couple of issues outstanding where we need to buy a couple of stands for ICT. DSE assessments have been offered to all staff.</p>	
<p>4.3. Matters Arising from the minutes</p> <p>None to raise.</p>	
<p>5. ITEMS TO BE CONSIDERED</p>	
<p>5.1. Headteacher Report</p> <p>Report circulated in advance. JG reported that this has been a very challenging start to the year in the absence of two members of SLT but should be back to full strength after half-term.</p> <p>Because we are due to de-amalgamate in January there are a number of tasks that we have not progressed. We still have a whole-school SEF but from January 2023 MK is aware that we will need to produce another SEF.</p> <p>5.1.1 Appendix A – School SEF</p> <p>School is in a very strong position. We were visited by Ofsted and they were incredibly positive about the provision we provide and the high levels of staff absence over the last 12 months has not adversely affected the provision we are able to offer.</p> <p>Is this going to create an unhealthy peak in work in January and February with the de-amalgamation and then having to do tasks we would normally have done by now? On this site, JG feels that very little will change. In terms of day-to-day teaching there should be little change but on the administration side there will be a lot of changes needed in terms of CPOMs, changes to logos etc. Work on this has already been started and we can look at creating additional capacity as required. We may be able to use staff from Kenwood on a temporary basis to give the capacity to do the data input tasks which will be required.</p>	

Processes are already underway in anticipation of the de-amalgamation. Systems should be up and running by the time we need them.

Sickness Absence data – a lot of days lost last year because of Covid and this had a big impact on our figures. This also affected our budget and we spent over £220k last year on cover compared with £20k the year before. However, we managed to keep all classes running.

How has this been so far this academic year? Not too bad, but we have had 14 staff off out of 70 staff. JG explained why these figures seem higher than normal – mainly due to staff needing to isolate etc.

Staff retention rate is very good. JH noted this is the first meeting of this group so we have nothing to compare the data against at the moment.

JG feels we have a positive reputation and we do get good applicants when we advertise posts within the school.

Quality of Education – we have started the middle leader restructuring process. Still some lead roles to be appointed to such as Phonics and English. As soon as MK returns to work we will move forward with this.

JG will be meeting with Darren Dickinson who will be providing regular support and challenge as part of the new structure at Nexus. This will include visits to us and look at our SEF and SIP and ensure we are doing the right things.

We have had a 3-day visit from the Irish schools inspectorate who were impressed with the school. A report of the visit will be sent to us in due course. The visit was focused on policy and practice issues, for example how we use Learning Mentors etc.

We also talked about the Senior Mental Health Lead training funded by the DfE and they were keen to explore a similar offer within their system.

5.1.2 Appendix B – GCSE Results

GS explained the print outs on the Chapel cohort results and how these have been broken down. The full cohort on average achieved 2.4 GCSEs grades 9 to 1 and 1.6 grades 9 – 4. GS noted that the results showed that some boys had underperformed but there were some real success stories within the cohort of boys with some leaving with grade 7s. However, there were a handful of boys who left with few, if any, GCSEs but had appropriate other functional qualifications such as Basic Skills etc.

Breakdown by subject of GCSE entries was explained and also a breakdown by grade. There are some real positives in these figures.

Some students coming to Chapel had significant gaps in their education and this was exacerbated by Covid. It was therefore exceptionally difficult for these students to get GCSEs but gained other relevant qualifications instead. We only had one student who failed to gain a qualification in English and Maths and mental health was a significant barrier to their attendance at Chapel.

The next challenge is the post-16 routes for these students. We are working hard to ensure we continue to support the students' families with post-16 study.

We are working with cycles of functional skills entries so that students who have joined us recently can sit their functional skills.

How do we compare these results to other data? We use prism data to measure these results against other data across the country. In general, the results were in line with predictions and there were very few who massively over or under achieved.

Boys make up a very small cohort of Chapel students so this can skew the figures significantly.

What is important is that the children achieve something and that we support them as much as we can. We were pleased with the results overall.

JG explained that we have lots of quality assurance activities going on which help to build up our students' resilience and social skills.

What's the tracking for those children who go to Post-16? One of our Learning Mentors previously worked in a college, and this has given us some ways in that we didn't previously have. We have a careers adviser from Sheffield Futures, and we will continue to track this. We work closely with Sheffield College on transitions to college and keep in touch in case we can support.

Behaviour and Attitudes – one of the issues we have asked Darren Dickinson to look at is how we are currently dealing with behaviour as JG feels the current process for this setting is inappropriate. We want to develop a process around self-harm, pupils who are absconding, refusal to engage and look at these complex types of behaviours and how we can improve our support for them.

Attendance – Nexus are looking at attendance and JG will liaise with the attendance lead at the Trust. JG feels that we are consistently higher than national average for hospital schools and special schools. Our school attendance has been lower than in previous years but JG feels this is due to children who have not attended for lots of different reasons so we may need to look at different ways of measuring this.

No major concerns about attendance overall.

JH feels there is a case for looking at how we monitor attendance across our schools generally and acknowledge that at Becton it should be more about what the children were doing before they came to Becton, not based on a straightforward comparison with the national average.

Persistent Absence NA – the reason for this is that we have to code pupils if they are not here for every single session of the day. Every child who comes to this school will be persistently absent because of their health/medical needs etc.

<p>We are advertising for a CAMHS worker to be based here one day per week and this should help develop interventions for certain cohorts of pupils.</p> <p>Community Voice Report - Personal Development – KR is looking at how we are collating data and noted that this is not being done consistently at the moment. A lot of positive things are happening but are not being consistently recorded and reported. KR has started a Working Party to look at student voice, staff voice, parent voice to ensure we are doing the same things.</p> <p>KR will report in more detail at the next governors meeting.</p> <p>Discussion on the way in which parents are supported and the relationships between school and staff. Parents of pupils at Chapel may not know how to make contact with staff at the school and it can be difficult where families are less willing to engage. Learning Mentors work very well with parents but we now need to ensure we are recording this appropriately so we can show what we can offer at each of the sites and this is consistent and organised.</p> <p>KR feels there is a good opportunity now to review our processes which have not been done because of Covid.</p> <p>Need to ensure that parents and students understand also what we offer and how they can access this and get the support they need. Suggested handouts for each of the different schools which can give parents connections to other organisations that they may wish to access. The idea of a prospectus was suggested and this was supported in terms of ensuring that parents and students know what to expect.</p> <p>KR to action this.</p> <p>Overall Effectiveness – had a strong start despite a difficult first few weeks. Have made some strong appointments and we remain in a strong position in terms of quality of provision.</p> <p>JG explained that we have a progress tracker which covers a wide range of areas and we track these. We are going to introduce a child-friendly tracker so that they can track their own progress so we can see whether interventions are working. We are unlikely to see meaningful data on this during this academic year.</p> <p>Becton 25 – work is ongoing to drive this forward. MK is normally proactive on this and will continue to do so in the future.</p>	<p>ACTION:</p> <p>ACTION: KR 7/2/23</p>
<p>5.2. Community Voice Report</p> <p>Covered as part of the Headteacher’s report.</p>	
<p>5.3. Budget Report</p> <p>Overall the figures look satisfactory. Income was around £3.5m for all of Becton and our expenditure is about the same.</p>	

<p>Budget remains reasonably healthy overall and we have a reasonable surplus. Preliminary budget for next year was discussed – JG noted that there will be a significant uplift for support staff which accounts for around £50k of the budget.</p> <p>Question raised about the £35k predicted deficit at the end of July but now this deficit has disappeared. Clarification on how this has happened. JG estimates that we may have been overestimating gas and electric costs but is not certain about this.</p> <p>Some issues still require clarification. We have an issue with the way in which the LA give us money, often without clarity on what each payment covers.</p> <p>The £200k of agency staff mainly relates to TAs (around £130k) and we hope that this will reduce in the current academic year.</p>	
<p>5.4. Teaching Staff appraisal outcome report – verbal with report to follow</p> <p>JG gave a verbal report. These are being completed for all teaching staff and we expect every member of teaching staff to go up where they are eligible. We need to complete this process and we do not have any concerns. About half of our teachers are already at the top of their pay scale so will not move up the scale.</p>	
<p>6. TRUST MATTERS</p>	
<p>6.1 Trust Verbal Update of key issues</p> <p>JH explained that a number of appointments have been made to the Central Trust team and gave an overview of their roles and responsibilities.</p> <p>JH also explained that a couple of other schools have expressed an interest in joining the Trust along with some mainstream primary schools. question was raised about West Riding and what the current situation is with this. JH explained that this is ongoing and JH will update members in due course.</p> <p>KR asked about Mental Health Leads and is keen that this does not fall under the radar within the Trust. JH explained that the previous Trust lead has moved to work in a school and that one of the new appointments has taken on this role.</p> <p>Staff Parliament – this is being developed for staff across the Trust and it is hoped that we can get staff representation on this Board if possible.</p> <p>Discussion on parental and staff involvement on this Board and how this can be increased, particularly on the medical needs side. JG to start a selection process for getting a staff and parent onto the Board and invite them to attend the next meeting.</p>	<p>JG</p>
<p>7. ANY OTHER URGENT BUSINESS</p>	
<p>7.1 To consider any other urgent business.</p>	
<p>8. CONFIDENTIALITY</p>	

8.1	To consider the confidentiality of any items discussed during the meeting.	
9.	DATES OF NEXT MEETING	

Tuesday 6 th December 2022	16:00 – 18:00	Kenwood Centre	Theme - Kenwood/Moncrieffe
Tuesday 7 th February 2023	16:00 – 18:00	Chapel House	Theme - Medical/Becton
Tuesday 21 st March 2023	16:00 – 18:00	Kenwood Centre	Theme - Kenwood/Moncrieffe
Tuesday 23 rd May 2023	16:00 – 18:00	Chapel House	Theme - Medical/Becton
Tuesday 11 th July 2023	16:00 – 18:00	Kenwood Centre	Theme - Kenwood/Moncrieffe

Minutes approved

CHAIR	SIGNATURE	DATE