



Becton Transition Board
Tuesday 23rd May 2023 at 16:00
Chapel House, Langsett Road, Sheffield, S6 2UW

Those Present:		
Joel Hardwick	Assistant CEO – Strategy & Partnerships/Chair – until 4.45 pm.	JH
James Gibson	Executive Headteacher	JG
David Poulson	Community Governor	DP
Mel Kilner	Headteacher	MK
Stephen Ducey	Staff Governor – <i>to be confirmed 23/5/23</i>	SD
Karon Ransom	Assistant Head Becton	KR
Gary Smith	Deputy Headteacher Becton	GS
Also Present:		
Vicky Hawksley	Governance Clerk	Clerk
Lyndsay Foster	Governance Clerk – Observer	Clerk
Apologies:		
Jenny Ashton	Parent Governor	JA
Sapphire Johnson	Wellbeing Governor	SJ
<i>Lisa Butcher</i>	<i>Staff Governor – to be confirmed at next meeting.</i>	<i>LB</i>
<i>Kizzy Jaycock</i>	<i>Staff Governor – to be confirmed 23/5/23 – Kenwood</i>	<i>KJ</i>

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from: JA, SJ, LB, KJ based at Kenwood.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from: JA, SJ, LB and KJ.</p> <p>Due to the absence of a number of AC members, the meeting is not quorate. However, the meeting is able to go ahead but no formal decisions can be made.</p>	

<p>New governors (SD, KJ and LB) will be ratified at the next meeting providing the meeting is quorate.</p> <p>A new Vice-Chair needs to be appointed to this AC and JG invited volunteers from the current membership to take on this role.</p> <p>MK is aware of a couple of people who may be interested in becoming community governors and will follow this up.</p> <p>If anyone knows anyone who is interested in becoming a governor, then please direct them to JG/MK in the first instance.</p>	<p>MK 10/10/23</p>
<p>2. BEST WE CAN BE AWARDS</p>	
<p>2.1 Best We Can Be Awards</p> <p>The school will not be running these awards and requested that this item be removed from all future agendas.</p>	<p>Clerking Services 31/05/23</p>
<p>3. ITEMS OF URGENT BUSINESS</p>	
<p>3.1. Chair to determine any items of urgent business to be considered.</p> <p>None.</p>	
<p>4. DECLARATION OF INTERESTS</p>	
<p>4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>None.</p>	
<p>5. CHAPEL HOUSE ACADEMY LOCAL GOVERNANCE MINUTES</p>	
<p>5.1. To approve the minutes of the following meetings:</p> <p>Becton Transition Board on Tuesday 6th December 2022.</p> <p>The minutes were approved as a correct record of the meeting.</p>	
<p>5.2. Review Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>5.3. Matters Arising from the minutes</p> <p>Item 5.3 – JG to clarify the split of the carry forward between each of the Becton/Kenwood schools. JG explained that next year both schools will start with an equal carry forward of between £50k and £70k each.</p>	

The money from the School Private Fund will not be split 50:50 as this was raised by the Becton site. Therefore, JG has proposed that £2k from this fund will be given to Kenwood and the larger remainder will go to Becton.

6. ITEMS TO BE CONSIDERED

6.1. Headteacher Report

The Headteacher's report had been circulated in advance of this meeting. The main points to note are:

- The school now has 103 pupils on roll at Chapel House.

Is that broadly the number of pupils we should expect at this time of the year? MK feels that we have fewer students than normal at this time of the year, and this is likely to be due to the CAMHS waiting times which means that pupils are not being referred to us.

MK explained that many children who are coming to us have very complex needs and are not necessarily being supported by external services. This often means that their complex issues can be more entrenched, and it can be more difficult for the school to meet their needs.

- Leadership and Management – the school is in a strong position overall. An external review will be carried out by D Dickinson before the end of the year to verify our self-assessed judgements.
- We have been approached by Silverdale School with a view to opening post-16 provision on their site for children with EHCPs. These would be children with ASD or mental health issues who have achieved sufficient grades in their GCSEs to be looking at A Level courses. JG explained that the proposal would be for Chapel to pay Silverdale £3k for each A level that a student takes. We will receive approximately £20k per pupil. Silverdale will provide the teaching of the subjects and Chapel will provide the form time, pastoral support, work experience etc. There is still a lot to discuss before this is formally agreed and we are meeting with them again shortly to discuss this further.

Is this something we had considered ourselves and does this model exist elsewhere? This was initially put forward by the LA & Silverdale as part of their commitment to offer post-16 provision. There are some similarities with Bents Green School who have a hub at Westfield which operates in a similar way. Abbey School also run a Hub at Horizon and this has been a success. The difference here is that the cohort will be A level students, but the model is relatively straightforward.

Will this sixth form provision be inspected as part of Becton or Silverdale?

This will be inspected as part of Becton as inspectors will look at our sixth form provision at Silverdale but, where we are not delivering the teaching, it would be viewed as alternative provision. Providing we have strong safeguarding procedures in place JG is confident that we would be in a strong position at an inspection.

- Industrial action – JG concerned about possible further strike action next year depending on the offers made to unions.
- Redevelopment of outside space – this relates to the courtyard area in the middle of the school building. This is currently not fit for purpose and the NHS have agreed to fund development for this area to be converted into a social space for students. £100k in funding has been promised for this area. Pupils have been asked what they would like in this area and they requested covered seating areas; parent visiting spaces; an outdoor cinema; area for growing food etc. A company called ArtFelt have been involved in the design of this area and we expect the work to be carried out during the winter months when the area is less well-used by the children.
- Sickness Absence Data – absence is higher than it was pre-Covid but is lower than at this time last year. JG has no concerns about sickness absence levels.
- Workforce retention data is very good and the school has a low staff turnover. Although there are a few staff leaving this summer for a variety of reasons.

Are there any trends emerging about why these staff are leaving? No, a variety of individual reasons.

- INSET days – JG and MK attended the HOPE conference which was a really positive event. JG noted that we are ahead of the curve in many areas to other similar organisations worldwide.

How does Becton sit within the UK? JG explained that Becton is larger than the majority of hospital schools in the UK, so it is difficult to conduct a proper comparison. We have deployed our staff to ensure that we can facilitate the delivery of English, Maths and Science with a more balanced and broader curriculum in place for all our learners.

- Quality of Education – curriculum leaders are in place, and this is working well. Learning walks have been carried out and an updated report will follow on this.
- Maths – 91% of our learners meet or exceed targets; 90% in science and 85% in English. JG is confident that the curriculum is moving in the right direction.
- All pupils have highly personalised IEPs across the three sites to ensure a consistent approach. The school is working holistically to support all our children.
- Pupil premium funding – we only receive this for children who are fully on our roll (only 8 children at the moment).
- Behaviour and Attitudes – GS explained that there are few concerns about behaviour and attitudes across the 3 settings. Any incidents which do arise are dealt with quickly and effectively by staff, whilst considering each individual child's needs and challenges. There have been no exclusions.
- Attendance – this is currently standing at 96.9% for the Becton setting, and at 100% for the SCH setting. For Chapel, attendance is at 47.4%, outreach 17.5% and inreach is 46.7%. There has been a drop in attendance following an instruction from the LA to change the way in which students' attendance is coded. We now have to report on attendance for the whole timetable, even if the student is too unwell to attend.
- We have embedded the new attendance processes and procedures into school and have support from an attendance inclusion team and we look at attendance issues where these may not be related to a student's health or medical issues.

Is this working? Attendance issues seem to be deep and entrenched over many years for some students. It is too early to tell at the moment, but we do look at any issues on an individual basis. We have an attendance officer who also works with families to support their mental health as well.

JG feels that the Trust has a good understanding of the attendance issues that many of these students are facing. PA will always be an issue in these settings because of the nature of the health and medical issues that our students face.

Are you confident that you get enough information to demonstrate that the overall picture is improving? JG feels that due to Covid we are seeing more children with very complex needs and are working with some children who have not attended school for more than three years. Also, we have moved to a system where most of our outreach provision is done online, and this has negatively affected our attendance. However, due to the number of students we are now dealing with, it is not possible for us to offer face-to-face provision in the same way as before.

We have been approached by the LA to look at running blended learning – this is an accredited package and we have been asked to introduce this. We will be meeting with the LA again next week to discuss this further. We feel that we can offer this provision more effectively than it is currently being done but not at the costs that the LA have quoted.

JG explained how this could work and expects that this could bring in around £200k. However, the current building would not be appropriate so we would need to work with the LA to find appropriate space for this learning to take place.

How would you get these students into the school? We would need to ensure that these students were nurtured in the first instance to get them used to being back in school and in groups. We could apply for transport to bring the students into school once the nurture work has been completed.

- Personal Development – KR explained that capturing meaningful student voice is challenging because our students do not remain with us for very long.
- We are trying to facilitate a system of triage working with CAMHS but this has not happened yet. However, if funding allows in the future we would still want to go ahead with this initiative.
- Extended school offer – Becton 25 – this is aimed at ensuring that all students are given the same opportunities and we are considering how we can make these opportunities available to all our students.

Can the school fund be used to support some of these activities? This can be used to subsidise travel and for some enrichment activities.

- Overall Effectiveness – in general JG feels the school has had a successful year, considering all the challenges faced. The school is in a strong position and quality of provision has improved this year.

6.1.1 Appendix 1 – Updated SIP –

<p>What do the Amber colours indicate on the SIP? These relate to actions that are ongoing but not yet completed.</p> <p>6.1.2 Appendix 2 – School SEF – for information.</p>	
<p>6.2 Community Voice Report</p> <p>Report was circulated in advance of this meeting and questions were invited.</p> <p>What is the background on the information the school had to provide for the paragraph on clarification? This came from a budget meeting we attended and relates to supporting the retention of staff across the school. This involves moving staff around and there was a lack of understanding amongst some staff about this process. However, this has now been addressed.</p> <p>JG will meet with all staff affected by these changes to gather their views and offer support if required. JG to share a copy of the email sent to staff outlining the changes.</p>	<p>JG 10/10/23</p>
<p>6.3 Budget Report</p> <p>For information.</p> <p>JG explained that there is the sum of £70k that was paid in last year’s budget which cannot be included in this year’s budget so will be included in our carry forward figure.</p> <p>We have an in-year surplus of approximately £45k this year.</p> <p>Can members of the AC be sent a copy of the summary of the reserves position for the school, illustrating the £70k figure? Yes, JG to contact appropriate finance staff for this information and will bring this to the next meeting.</p> <p>Can clarification be given on why the SEN funding in the first 8 months of the year is £750k but for the full year is £1.5m? JG thinks this is because the budget information in this document is for the local authority budget which starts in April. JG to request clarification from the Finance team on this issue.</p> <p>A number of other queries were raised by governors which relate to apparent discrepancies in some of the figures in the report. It was agreed that JG would request a member of the Trust’s Finance Team attends the next meeting to explain the discrepancies and queries raised.</p>	<p>JG 10/10/23</p> <p>JG 10/10/23</p> <p>JG 10/10/23</p>
<p>6.4 Next Year’s Budget and staffing structure.</p> <p>Already covered in item above.</p>	
<p>6.5 School Calendar – for information</p> <p>No issues raised.</p>	
<p>6.6 Cabinet Member & MP’s Feedback from Pupil Parliament</p>	

<p>JG feels that, due to the nature of the issues facing many of our students, it would not be feasible for them to attend in person to speak about what they are doing. However, JG suggested that students could be encouraged to write down what they are doing so this can be discussed at future AC meetings.</p> <p>Agreed that KR would speak with D Dickinson about this with a view to a contribution being given at the next meeting.</p>	<p>KR 10/10/23</p>
<p>7. TRUST MATTERS</p>	
<p>7.1 Trust Verbal Update of key issues</p> <p>None.</p>	
<p>7.2 Register of Interests – update</p> <p>Clarification needed on what this issue relates to. Clerking services confirmed that a guidance note is included in the May Governance Gazette and will also be issued with the Register of Interests forms when sent directly to governors.</p>	<p>Clerking Services 31/05/23</p>
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1 To consider any other urgent business.</p> <p>None.</p>	
<p>9. CONFIDENTIALITY</p>	
<p>9.1 To consider the confidentiality of any items discussed during the meeting.</p> <p>None.</p>	
<p>10. DATES OF NEXT MEETING</p>	

Tuesday 10 th October 2023	16:00 – 18:00	Chapel House
Tuesday 6 th February 2024	16:00 – 18:00	Chapel House
Tuesday 21 st May 2024	16:00 – 18:00	Chapel House

Minutes approved

CHAIR	SIGNATURE	DATE