



**Becton School Local Governing Body
Teaching, Learning & Wellbeing
Tuesday 13th October 2020 at 16:00
via MS Teams**

Those Present:		
James Gibson	Headteacher	JB
David Poulson	Governor – Chair	DB
Peter Bamford	Governor	PB
Peter Borchers	Governor	PBo
Tracey Curtis	Staff Governor – Teaching Staff	TC
Dianne Joynson	Governor	DJ
Peter Joynson	Governor	PJ
Karon Ransom	Governor – Teaching Staff	KR
Julia Stevens	Governor	JS
Also Present:		
Warren Carratt	Chief Executive Officer	CEO
Jenny Hair	Assistant Headteacher - Moncrieffe	JHa
Joel Hardwick	Assistant CEO – Strategy & Partnerships	JH
Mel Kilner	Deputy Headteacher – Becton	MK
Sarah Robinson	Community Pastoral Lead & Deputy Designated Safeguarding Lead	SR
Emma Sheedy	Governance Clerk	ES
Jacky Tattershall	Assistant CEO – School Improvement	JT
Apologies:		
Geoff Lawrence	Parent Governor	GL
No Apologies:		
Liz Roscoe	Parent Governor	LR

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from GL.</p> <p>No apologies were received from LR.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from GL.</p> <p>No apologies were received from LR.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>The following items were determined and discussed at item 8.</p> <p>2.1.1. Potential New Governor</p> <p>2.1.2. Timing & Scheduling of Meetings</p> <p>2.1.3. Growth & Development</p> <p>2.1.4. New Employment Contract</p>	
3. DECLARATION OF INTERESTS	
<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>3.2. Review & Completion of Annual Documentation</p> <p>Governors were advised that Register of Interest Forms would be distributed by the Clerks, from Central Trust, by email for completion.</p>	
4. BECTON SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the Standards & Outcomes Meeting held on 21st May 2020 were reviewed and agreed.</p> <p>The minutes of the Finance Meeting held on 14th May 2020 were reviewed and agreed.</p> <p>The minutes of the LGB meeting held on 5th March 2020 were reviewed and it was agreed for the minutes to be amended as follows:</p>	

<p>Page 8 Item 8 Add wording, "It was clarified that Governors are not a Governor in their professional or ex-professional role, even though they give advice based on their professional skills and knowledge." ACTION: Clerk to amend the LGB minutes of the meeting held on 5th March 2020.</p>	<p>CLERK COMPLETED</p>
<p>4.2. Review of Action Tracker Not discussed.</p>	
<p>4.3. Matters arising from the Minutes There were no matters arising.</p>	
<p>5. POLICIES</p>	
<p>5.1. Policies for Review JG provided an overview and explained that Becton will adopt the Nexus overarching policies. The CEO explained about the policy review process. A Governor queried PHSE policy and there was a discussion regarding sharing best practise across the Trust.</p>	
<p>5.2. New Policies None.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Teaching & Learning Report The Teaching & Learning Report had been shared with Governors in advance of the meeting and discussion/challenge was as follows: MK provided a verbal overview of the quality of education and explained that summative assessment data was not collected for the Summer term due to Covid-19. The data included relates to the 2020 GCSE and A Level results. The CEO queried the statements "Students identified as Female achieved, on average one full grade more than their Male identifying counterparts" and "Students who identified as Male did achieve a higher average GCSE grade (1 full grade higher on average) than their Female identifying counterparts" and MK explained that girls did one more but the boys did better. Governors thanked MK and all of the SLT for their efforts. JHa provided further verbal input. A Governor queried the statement about NQT assessment and JHa explained that the four judgements had been extended and provided reassurance that the NQT is on track to be good and pass.</p>	

<p>A Governor queried the homework policy and JHa explained all Teachers set homework if they feel the pupil can manage it. Homework is dependent upon the individual.</p> <p>A Governor queried the meaning of a deep dive and JHa and the CEO provided an explanation.</p> <p>JG provided an overview of PP.</p>	
<p>6.2. Behaviour Log</p> <p>Governors had received the Behaviour Log in advance of the meeting and commented positively regarding the data provided. The CEO commented positively that the document is a display of a well-managed return to full-time education.</p> <p>There was a lengthy discussion regarding the inward behaviour of Becton pupils and whether the report should be more tailored to capture improvements around self-harming for example.</p> <p>ACTION: JG to consider re-formatting the Behaviour Log with input from JT.</p>	<p>JG/JT 09/02/21</p>
<p>6.3. Wellbeing Report</p> <p>Governors had received the Wellbeing Report in advance of the meeting, which was overviewed by SR and discussion/challenge was as follows:</p> <p>The CEO asked about how attendance is being measured and JG provided input following discussions with the CEO outside of the meeting</p> <p>A Governor queried latest national average % and latest Sheffield (Specials) average % and there was a discussion about using the hospital school average. A Governor commented that he felt the figures were meaningless and suggested adding more narrative. The CEO commented this could be a potential line of enquiry for the Wellbeing Link Governor, when appointed.</p>	
<p>6.4. LAC Report</p> <p>JHa provided an overview of the LAC Report.</p> <p>A Governor queried non receipt of top up funding for LAC and MK provided input by explaining that some pupils are not LAC upon arrival but are subsequently LAC.</p> <p>ACTION: LAC top up funding to be further explored by JHa/JG with input from JH.</p> <p>A Governor queried number of LAC and JHa advised six.</p>	<p>JHa/JG 09/02/21</p>
<p>6.5. Pupil Premium Plan</p> <p>JG provided an overview of the PP Plan at 6.1.</p>	
<p>6.6. SIP/SEF</p> <p>JG provided a verbal overview of the School Evaluation and Action Plan.</p>	
<p>6.7. Annual Self-Assessment – NGA Toolkit</p> <p>CEO advised Governor’s that NGA Annual Self-Assessment documents would be distributed by the Clerks, from the Central Trust.</p>	

<p>6.8. Appointment of Vice Chair & Link Governors</p> <p>6.8.1. Vice-Chair – PJ.</p> <p>6.8.2. Teaching & Learning Link Governor – Peter Borchers and JS.</p> <p>6.8.3. Safeguarding Link Governor – DJ.</p> <p>6.8.4. Finance Link Governor – it was agreed not to appoint a Finance Link Governor.</p> <p>6.8.5. Wellbeing Link Governor – Peter Bamford.</p>	
<p>6.9. School dates for 2021/2022</p> <p>Governors received and approved the Sheffield model for 2021/2022 school dates. ACTION: JG to share this with Parents/Carers & Staff, via letter and on the school website. INSET dates will be added later.</p>	<p>JG ASAP</p>
<p>6.10. Changes to Leadership Summits</p> <p>The CEO explained the Leadership Summit in November had been cancelled due to Covid-19 and would now take place on 29th June 2021.</p>	
<p>6.11. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>No update provided.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>Not discussed.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>8.1.1. Potential New Governor The Chair and JH shared with Governors information regarding interest received from a potential new Governor and it was agreed for the Chair & JG to make initial contact. ACTION 1: Chair & JG to liaise with the potential new Governor. ACTION 2: JG to liaise with LR regarding her intentions as Parent Governor.</p> <p>8.1.2. Timing of Meetings The Chair advised that GL was unable to participate due to the start time and he was working away. A Governor asked when LGB's are usually held within the Trust and the CEO advised during the working day, because our Schools are predominantly Special so this is helpful for Parents so they can attend whilst their children are at school and frees them up on an evening when they are providing care. It was agreed for JG to explore this further in terms of Staff Governor availability during the day. ACTION: JG to look at the availability of Staff during the school day and make alternative recommendations, date and times, for the remaining five LGB's.</p>	<p>CHAIR/JG 08/12/20 JG 08/12/20</p> <p>JG ASAP</p>

<p>8.1.3. Growth & Development JG provided a verbal overview regarding the discussions with Sheffield LA, to help meet their needs and proposals are being compiled. A Governor queried fragmentation and the implications with regards premises and property management and the CEO advised this would be a consideration in terms of a leadership structure review. A Governor shared their concerns about venturing into a different area of special need. The CEO provided an overview of the plans for leadership structure going forward and JG shared with Governors a draft outline of the plan, which will be presented in final format at the Safeguarding, Leadership & Management Meeting on 8th December 2020.</p> <p>8.1.4. New Employment Contract A Governor queried response regarding the new Employment Contract and the CEO advised of none. The Governor further queried the consultation end date and effective date and it was agreed for the CEO to look into this further. ACTION: CEO to further explore the consultation/effective dates regarding the new Employment Contract.</p>	<p>CEO ASAP</p>
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting None.</p>	
<p>9.2. To consider any areas of risk discussed during the meeting None.</p>	
<p>10. DATES OF NEXT MEETING</p>	

Tuesday 8 th December 2020	16:00 – 18:00	MS Teams	Safeguarding, Leadership & Management
Tuesday 9 th February 2021	16:00 – 18:00	Kenwood Centre	Teaching, Learning & Wellbeing
Tuesday 23 rd March 2021	16:00 – 18:00	Kenwood Centre	Safeguarding, Leadership & Management
Tuesday 25 th May 2021	16:00 – 18:00	Kenwood Centre	Teaching, Learning & Wellbeing
Tuesday 29 th June 2021	16:00 – 19:00	Craggs School	Leadership Summit
Tuesday 13 th July 2021	16:00 – 18:00	Kenwood Centre	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE