

**THE MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THE 20th MAY 2024 AT 3.30 PM, LOCATION, THE CUBE**

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	Attended Y/N
Viv Evans	Community	03.10.2025	Y
Gareth Owen	Community	03.07.2026	Y
Tim Rodgers	Community	08.12.2027	Y
Kelly Hounslow	Community	09.07.2027	Y
Dave Bennett	Headteacher		Y
Pankaj Thacker	Staff	03.07.2026	Y
Grant Turner	Staff	03.07.2026	Y
Rosemary Campbell	Parent	26.02.2027	Y
Jane Mullin	Parent	07.04.2028	y
Vacancy	Community		
Vacancy	Community		
In Attendance			
Nicki Green			Y
Andy Smith	Trustee		Y
Bethany Jackett	Presenting		
Nick Rigby	Presenting		

**AGENDA
NON-CONFIDENTIAL**
[Meeting Folder](#)

ITEM NO	ITEM	Action	Due
1.	WELCOME AND APOLOGIES All Governors were welcomed by the chair to the meeting.		
2.	DECLARATIONS OF INTERESTS No pecuniary interests were declared regarding the business to be discussed in the meeting.		
3.	MINUTES OF THE LAST MEETING The non-confidential minutes of the Governing Board meeting held on 18.03.24 were approved as an accurate reflection of the meeting.		
4.	MATTERS ARISING To review and update actions from the previous meeting.		

	DATE	ITEM NO	ACTION	BY WHO	WHEN		
	18.12.23	13	VE to support TR in producing a governance Action plan for TWS. 18.03.24 VE has provided an example action plan to TR from another school. TR to provide an update on his proposal at the next meeting	VE/TR	20.05.24		
	Update- An action plan has been provided to SG as per request from Chairs Group. Further actions may need to be added once the health check is completed at Item 9 of the agenda. Action plan to be circulated to LGB when updated- Action Closed						
	18.03.24	5b	Contact Stephen Lawrence Centre to see if anyone would be interested in becoming a community Governor at Winstanley	DB	20.05.24		
	Update- Recent contact has been made with the Stephen Lawrence Centre. DB is awaiting a response. Update to be provided at the next meeting- Action CFD						
	18.03.24	8	Full report from the behaviour review to be brought to the next governor Meeting	DB	20.05.24		
	Update- Included as item 10 on agenda -Action Closed						
	18.03.24	11	Send an email to request available times and dates from governors to form a panel to hear a stage 2 complaint	NG	20.05.24		
	Update- Panel has taken place, no further action required-Action Closed						
	18.03.24	12	Update on any impact on behaviour following the introduction of the new mobile phone policy	DB	20.05.24		
	Update- Covered as part of HT updates, Item 11. Action Closed						
	18.03.24	12	The business continuity plan is to be updated to ensure anyone who is designated responsibility within the plan has a phone number recorded	DB	20.05.24		
	Update- The Business Continuity plan has been updated- Action Closed						
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP						
	a. To note any terms of office which will cease before the next meeting. No terms of office cease before the next meeting b. To note any governor vacancies and any recruitment activities that have taken place since the last meeting (2 community governor vacancies). Adverts have been placed with Inspiring Governors and Governors for Schools to recruit community Governors. c. To note any governor visits undertaken since the last meeting Pupil Prem Visit GO 29.04.24 . GO discussed his PP visit with governors. RC provided an overview of her visit with NR to look at Lexonic and Leap						

	<p>TR met with DB to discuss finance.</p> <p>d. No further training has taken place since the last meeting</p>		
6.	<p>INDEPENDENT STUDY UPDATE</p> <p>NR/PT gave a presentation to the LGB that explained the context of independent study (IS), how pupils can get the most from it and how the profile can be raised. To increase appropriate IS being completed outside of the classroom and improve student outcomes.</p> <p>The aim is to launch the concept outlined in September following a pilot in May.</p> <p>The barriers to IS for students and teachers, and the research informed practices for overcoming them were outlined, to create positive habits of IS. The approach of IS plans for each subject and year group with phased implementation and how information will be input and stored centrally was explained.</p> <p>Once embedded IS will form part of TWS expectations for students and will be integrated into the Supernova Scheme.</p> <p>A governor committed that this is a good approach to helping pupils understand that learning happens beyond the classroom and is not confined to the school day. It will help to prioritise learning. NR /PT agreed to build planning sessions with pupils to work out when it is the best time for them to complete IS.</p> <p>Q. Will independent learning allow students to lead on their learning or will it be more structured</p> <p>A. The learning will be an opportunity to consolidate, review or revise the learning from lessons or prepare for upcoming lessons It will also provide the opportunity for pupils to build agency and skills needed in further and Higher education.</p>		
7.	<p>CAREERS REVIEW</p> <p>The careers lead went through a presentation which provided an overview of the aims of the careers provision, as published on the school website.</p> <p>The lead spoke about:</p> <p>Gatsby Benchmarks and the assessment process.</p> <p>The Compass Evaluation and how it indicates that the curriculum has strengthened since last year, with the investment in the Unifrog system</p> <p>Weekly Shine sessions resources have been positively received by students and teachers. However, teachers have requested additional training on delivering career information.</p> <p>An explanation of what the new enterprise advisor will provide and how they will support careers during the next academic year was given.</p> <p>How work experience is an area of strength, but participation has reduced this year and the plans to improve this next year.</p> <p>Q. Addressing the needs of each pupil scored 90; Tell me what you think your weaknesses are?</p> <p>A. We are not encompassing every student being able to access every opportunity in higher education. There are programmes in place for students to visit universities. Coaches to put on trips have proven to be expensive this year and funding must go to where it is most needed. This year funding has</p>		

	<p>been used to implement Unifrog. Nationally the figure is 56% for this measure and therefore is not a big concern but is the weakest area for TWS.</p> <p>Q Do you struggle to find work experience now due to regulatory requirements and the additional responsibilities this puts on employers</p> <p>A. we do struggle with students who are under 16. Unifrog helps with insurance documents and signatures to say students will not be left unattended and provides opportunities to record companies who have previously accepted work experience.</p>		
8.	<p>SAFEGUARDING</p> <p>VE gave a verbal update. Highlighting that 103 incidents were reported in the week following Easter break. The time taken to investigate, follow up and the mental it places on the safeguarding team was empathised.</p> <p>It was noted that students continue to be supported in a safe school environment and regular checks are in place to ensure off-site provisions are equally as safe.</p> <p>A safeguarding visit is being arranged after half term to follow up on the trust and support meeting held on 23.4.24.</p> <p>DB advised that there is supervision in place for the DSL to support her well-being</p>		
9.	<p>GOVERNANCE HEALTHCHECK</p> <p>Governor Hub Health check was completed by the LGB. NG will collate the results and the comments to create an overall Governor Hub Health check for the LGB, that will help inform the LGB Action Plan.</p> <p>Action: Collate results to provide an average for each question. That will inform the LGB Action plan</p>	NG	08.07.24

10.	<p>CITY BEHAVIOUR PARTNERSHIP REPORT</p> <p>The behaviour Review Action Plan was shared with the LGB in advance of the meeting.</p> <p>The behaviour review was completed by the executive head and assistant head teachers of Keyham Lodge. The review advised areas of strength for TWS and areas for development</p> <p>Areas of strength included:</p> <p>TWS was closely aligned with being a special SEMH school due to the amount of support provided to students who would normally struggle to access a mainstream school.</p> <p>It highlighted the need to get the work done supporting students, particularly those who have failed in other settings more widely known.</p> <p>Areas that could improve included:</p> <p>A better process for students returning from suspension to help prevent repeat offences</p> <p>The On-call process could be reviewed to see if issues are being sufficiently de-escalated.</p> <p>Some areas/walls are untidy and could be overstimulation for students with learning differences.</p> <p>Following the review, visitors from other schools have been to find out more about TWS's areas of strength.</p> <p>Heads from the trust have met at TWS to share best practices and understand how behaviour is managed at the school.</p> <p>Q. Does the review indicate that there are children in need of an EHCP to be supported in school or do they need one to move on?</p> <p>A. Both, there are currently 4/5 children in the EHCP pipeline. However, financially an EHCP doesn't provide the full funding to recruit the additional support outlined in the plan.</p> <p>It is anticipated that there will be more students with EHCP and fewer Tas next year. The school is carefully planning how Tas will be deployed to ensure students receive the support they need.</p>		
11.	<p>HEADTEACHER UPDATES</p> <ul style="list-style-type: none"> • General Update <p>Questions were requested regarding the HT updates that had been supplied before the meeting.</p> <p>Q. How has the implementation of the mobile phone policy gone?</p> <p>A. Very well. The number of confiscations has been lower than anticipated and these have decreased over time. Fewer parents come to school when children have been disciplined for poor behaviour, as they can no longer ring parents during the day. Staff have time back not dealing with phone issues which allows them to focus more on teaching and learning. Overall, it has improved classroom behaviour.</p> <p>A governor expressed how impressed they are at the amount of funding the Aspire Programme has secured. £150K over the next 5 years has been awarded to the programme and GT was thanked for the effort and time he had put into achieving this. The Aspire programme and best practices are due to be shared with the trust at the strategic planning day, with the aspiration of other schools adopting a similar model.</p>		

	<p>DB advised that he is working with Ibstock Community College for 1 day a week during the summer term to share knowledge and experience. Following a question regarding his well-being and capacity, he indicated that he is managing and has the needed support in place.</p> <ul style="list-style-type: none"> • Finance and Staffing update. <p>The expected budget deficit has been reduced to £17K, due to further cost savings it is anticipated that a surplus budget will be posted.</p> <p>Q. How close are you to finalising next year's budget?</p> <p>A. We are there in terms of staff, no further reductions are required. We are recruiting a data officer following a resignation. Other resignations have been covered by current staff.</p> <p>Q. How has the support been from your finance hub leader?</p> <p>A. We meet once a week and I feel we are in a much stronger position from the support we have been given,</p> <ul style="list-style-type: none"> • Overview of Invacuation process <p>The inevacuation process went well. The children were retained in classrooms for 15 minutes with no issues. Lessons learnt have been captured and will be reviewed, with the process being updated accordingly. The invacuation process could be used for many different situations such as a chemical spill or an intruder onsite and we need to ensure the process encompasses as many eventualities as possible. Each comes with different requirements and will need to be practised to ensure the process is fit for purpose. A practice will be completed each term to allow the school to consider different scenarios.</p>		
12.	<p>POLICIES</p> <p>There were no policies to discuss at the meeting</p>		
13.	<p>AOB</p> <p>None</p>		

The meeting finished at 5.35 pm