

Minutes of the Interim School Development Board Meeting  
held on Monday 3<sup>rd</sup> June 2024 at 6:30pm on Teams

**Present:-** Jane Exworthy (JE, Chair), Jules Godfrey (JG, HT), Katie Hughes (KH),  
Alison Campbell-Black (ACB, Vice-Chair), Ayo Jimmy (AJ)

**In Attendance:-** Duncan Cook (DC), Rachel Jenkins (RJ, Clerk),  
Carrie Wittke (CW, SENCO) (until 8:02 pm)

**Apologies:-** Jo Roberts (JR)

Key
*Governor support, questions, and challenge
**Responses

**1. Welcome**

JE welcomed everyone to the meeting.

**2. Apologies**

Apologies were received from JR and these were accepted by all attendees. The meeting is quorate.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minutes from the Previous Meeting**

Minutes from the previous meeting dated 13<sup>th</sup> May have been circulated to the committee prior to this meeting.

- *Subject to two minor amendments, the minutes were proposed by JE; seconded by JG; and unanimously approved.*

**5. Matters Arising and Action Points**

**5.1 Action Points**

ISDB27: Ongoing

ISDB29: Ongoing

ISDB33: Complete  
ISDB41: Ongoing  
ISDB43: Complete  
ISDB44: Ongoing  
ISDB45: Ongoing  
ISDB46: Ongoing  
ISDB47: Complete  
ISDB48: Ongoing  
ISDB49: Complete  
ISDB50: Complete  
ISDB51: Ongoing  
ISDB52: Ongoing  
ISDB53: Ongoing  
ISDB54: Complete  
ISDB55: Complete

## **6. SEND Access Arrangements**

CW attended the meeting to discuss SEND Access Arrangements with Governors. CW presented this information via Powerpoint presentation which is in the meeting file on Governor Hub.

In summary, the need for access arrangements is increasing. One of the side effects post-Covid is an increase in SEMH needs and a decline in handwriting skills – this has meant an increase in access arrangements and adjustments for exams.

In turn, this is creating pressure on capacity for separate exam rooms and appropriate exam-ready technology where required. CW informed that it takes around 3 hours of staff time per pupil to scope and implement access arrangements.

\* A Governor asked what might trigger a conversation about access arrangements.

\*\* CW commented that it might be a teacher reading an essay or marking mock papers where a pupil significantly underperforms. The need for access arrangements usually stands out and staff come to CW to consult on this.

\* A Governor enquired as to whether it was possible to get temporary access arrangements in place if there was a temporary emergent situation.

\*\* Special consideration rather than access arrangements may be available depending upon the situation.

\* A Governor questioned what the modified paper looked like.

\*\* This is for sight impaired pupils – it is the same paper but font size is physically increased and may also be printed on different coloured paper.

CW made the point that access is not about giving an unfair advantage to pupils rather without it, children would be at a significant disadvantage.

\* A Governor asked if there are any specific conditions that CW looks out for.

\*\* CW confirmed that medical conditions and chronic problems plus dyslexia are prominent.

Chair asked how Governors can support this growing need. CW stated that there is a need for more staff administration and more exam appropriate technology. There was a discussion around strategic planning for SEND in terms of additional support and the need to ensure that this support is in place for the beginning of September.

\* A Governor asked whether there is enough clarity around what access arrangements are.

\*\* CW commented that it would be useful to have guidance on this on the website.

CW and KH to put FAQs and source of information for parents looking for SEND and access arrangements support on the website.

**Action (ISDB56): CW/KH**

➤ *Carrie Wittke left the meeting at 8.02 pm.*

## **7. Questions for Governors (Ofsted)**

DC confirmed that the Lead Inspector of Ofsted will spend around 30 minutes with Governors over the course of a two day inspection with the whole governing board invited to the final process at end of day two.

DC suggested having time with governors to go through questions and the impact of these questions as well as ascertaining which governors can be available for the Lead Inspector. Information can then be disseminated to the rest of the committee.

A key element of the inspection will be focussing on the additional money that the school receives ie for PP and SEN children. Essentially the focus will be on ensuring that the Governors know that things are in place, being implemented and the impact of this implementation.

DC very happy to add capacity where he can and the Chair welcomed this offer of support as the ISDB is a transitional governing body.

\*A Governor asked for a list of 'answers' to go with 'questions'.

\*\* DC can provide one from another school.

DC made the point that a good Lead Inspector will guide the school to what they are looking for rather than it being a test. They will be looking for the support Governors provide to the leaders of the school.

DC to put dates into diary for getting together with Governors to discuss.

**Action (ISDB57): DC**

## **8. Nominations for SEND and Safeguarding Governors**

- *JR has volunteered to be SEND Governor. ACB proposed; seconded by AJ; unanimously approved.*
- *JE has volunteered to be Safeguarding Governor. AJ proposed; ACB seconded; unanimously approved.*

### **9. Safeguarding Audit and Action Plan Update**

KH reported that the Safeguarding Audit and Action Plan is progressing well with SCR being the main point of work. The audit and action plan were well received in the recent school review and deemed very thorough.

### **10. Review of LTA02**

KH will look at producing a simple flow chart for trips planning process for SEND. This item is to be added to the ISDB meeting agenda for Monday 1<sup>st</sup> July 2024.

**Action (ISDB58): KH/RJ**

### **11. Over Age Applications**

Two Over Aged Applications were considered by the committee.

- *Proposed by JE; seconded by AJ; unanimously approved.*

The committee considered how Over Age Applications could be considered and approved. It was decided to keep the process the same (ie discussion and decision at committee) and if there was a need for urgent approval, then the committee could consider and decide via e-mail.

### **12. Policies**

The Bursary Fund Policy was circulated to the committee prior to the meeting via Governor Hub meeting file.

- *Subject to minor amendments, The Bursary Fund Policy was proposed by JE; seconded by ACB; and unanimously approved.*

### **13. Any Other Business**

The committee were advised of In Year Tests on Wednesday 7<sup>th</sup> June with 7 spaces available in Y7, 1 space available in Y8 and 3 spaces available in Y9. RJ to clarify how many candidates are sitting tests for these spaces.

**Action (ISDB59): RJ**

SDB meetings are to be arranged for the next academic year based on the proposed dates from CBAT and circulated to the committee.

**Action (ISDB60): RJ**

- \* A Governor asked for a regular update from the Headteacher at each meeting.
- \*\* It was agreed that a key update will be provided as necessary.
- \* A Governor asked whether the second external review had been received.
- \*\* Subject to a couple of fact checks, JG will send second external review report to Clerk to add to Governor Hub for the next ISDB meeting. In summary, the situation has improved.

Clerk will add second external review report to the next meeting agenda for discussion. An agenda item to discuss and review implementation of the Mobile Phone Policy will be added to ISDB meeting agenda for Monday 1<sup>st</sup> July.

**Action (ISDB61): RJ**

#### **14. Date of Next Meeting**

Monday 17<sup>th</sup> June at 6:30 pm on Teams.

- *The meeting ended at 8.53 pm.*