

Minutes of the Interim School Development Board Meeting
 held on Monday 21st October 2024
 at 6:30pm at Marling School

Present:- Jane Exworthy (JE, Chair), Alice Bailey-Yip (ABY), Sandra Barber (SB), Alison Campbell-Black (ACB, Vice-Chair) (arrived at meeting at 6:45 pm)
 Jules Godfrey (JG, P), Martyn Hewett (MH), Victoria Loubeau (VL), Jo Roberts (JR), Maureen Shearman (MS)

In Attendance:- Rachel Jenkins (RJ, Clerk)
 Holly Bedford (HB) (left meeting at 7:30 pm)
 Will Gosling (WG, Prospective Co-opted Governor)
 Stewart Harper (SH, Confederation of Schools Trusts)
 Andy MacDonald (AMacD, VP)
 Katie Hughes (KH, VP)
 Duncan Cook (DC)

Apologies:- Mwai Daka (MD)

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

1. Welcome

Chair welcomed everyone to the meeting and invited all attendees to introduce themselves for the benefit of the new governors and SH. Chair confirmed that it would be her last meeting as Chair and governor of ISDB.

2. Apologies

Apologies were received from MD 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 30th September 2024 have been circulated to the committee prior to this meeting.

➤ *The minutes were proposed by JE; seconded by SB and unanimously approved.*

5. Matters Arising and Action Points

5.1 Action Points

ISDB27: Ongoing
ISDB41: Ongoing
ISDB44: Ongoing
ISDB45: Ongoing
ISDB56: Ongoing
ISDB57: Ongoing
ISDB60: Complete
ISDB62: Ongoing
ISDB67: Ongoing
ISDB68: Complete
ISDB69: Ongoing
ISDB70: Complete
ISDB71: Complete
ISDB72: Complete
ISDB73: Complete
ISDB74: Complete

6. Update on Teacher Development Trust Programme

HB shared a PowerPoint Presentation on Teacher Development Trust Programme which is in the meeting file on GovHub.

HB explained that Marling School (MS) didn't want a 'one size fits all' coaching programme. After looking at a number of different coaching models the Teacher Development Trust Programme was selected. The PTA/PSA have funded around £5,000 of the overall costs of this and P signed off on this programme on the second day of her tenure.

HB explained that a specialist who has previously held HB's role in another school is working alongside MS to deliver this programme. Currently there are 10 staff who are undergoing coaching training and HB has asked Catherine Lee as IT lead to be part of this core group. It is an excellent coaching model which, with the pilot group, can build a model that works for MS with the idea being to roll it out from September 2025.

In terms of this membership, HB gets unlimited coaching. From discussing the programme with colleagues, HB confirms that they are excited to be part of the process. A big part of this programme and process is to encourage more excitement around coaching generally and help staff feel that they have greater professional development opportunities. HB will come back to governors in Spring 2025 and report on how the pilot is progressing.

Chair remarked that this sounded like an excellent programme with all the elements of learning combined.

*A governor asked how the initial group were selected.

**HB put a message out to all staff to see who was interested and then invited them to join the group. There is a mix and range of staff from ECT to Heads of Department, members of SLT, pastoral staff and middle leaders.

*A governor asked for confirmation that no one was selected because they were considered to need any coaching.

**HB confirmed that this was the case and explained that if this was imposed on people it wouldn't work as well – it is a process that needs to be bought into.

HB has considered looking at a triad set up as this system would work well. She also emphasised that the language that needs to be used around coaching is about being even better and sharing the bridge between knowing something and doing it regularly.

*A governor confirmed that he was a big fan of workplace coaching and wanted to know how we will know if this programme has been a success ie what is the clear measure of success at the end of two years?

**HB confirmed that this was being looked at with self-evaluation activities and student voice being two aspects that would be used to assess efficacy. She emphasised that she was very keen not to rush the process but pilot and review.

*A governor asked whether at the end of two years it would evolve or it would end.

**HB confirmed that with the TDTP once it is set up then MS do not have to pay for it anymore - the assumption is that we becomes self-sufficient.

DC asked whether this programme is boosting spirits and if staff are feeling more invested in. HB confirmed that staff are definitely feeling more invested in it but support staff need to know how TDTP can help with their own CPD. HB is noticing a shift in the language of the elements of learning and AYB confirmed that the culture of CPL and CPD is really growing. There is a marked difference to this time last year.

*A governor asked how teacher morale is in the rest of the school.

**HB confirmed that this is slowly improving.

*A governor asked whether there has been a culture survey as SIP doesn't necessarily include support staff.

**MS suggested that the National College might be reiterated to support staff for them to use.

P confirmed that it might be good to include to support staff in T&L briefing so that they feel a part of the teaching staff.

Chair thanked HB for her presentation and SDB looks forward to hearing an update in Spring 2025.

7. Over Aged Applicant for Admissions

Chair explained to new governors that an over aged applicant refers to a child who is placed in a year younger than their usual school year. This is often for a summer born child and is usually from the beginning of their academic life. An over aged applicant for admissions request is to ratify a child to sit the entrance examination but not guarantee them a place. The over aged applicant for admissions in question was considered by the committee.

➤ *Proposed by JE; seconded by JR; unanimously approved.*

8. Questions for Governors (Ofsted)

This item is to be taken off the agenda. JR expressed concern that governors haven't seen a recent SIP. P confirmed that this has been finalised today and will be sent from P to all governors via Clerk and added to GovHub.

Action (SDB1):- JG/RJ

9. Link Governor Roles

Chair and Vice Chair roles along with Link Governor roles are to be proposed and agreed in an online meeting after half term and before next SDB meeting on Monday 25th November. This is to allow new parent governors to have an opportunity to consider the roles.

Chair feels that it is important to have a Safeguarding Link Governor in place now. After discussion MH was appointed as Safeguarding Link Governor.

JR is currently SEND Link Governor and SB has expressed interest in the Curriculum Link Governor role. Other important Link Governor roles are H&S and Careers. JR made the point that there may be other Link Governor roles that become clear once the SIP has been examined.

**A governor asked if as a Link Governor is it possible to come into school?*

*** It was confirmed that this would be most welcome and expected. P confirmed that she would like to organise this very soon - possibly with a dedicated day for all governors to visit.*

Action (SDB2):- JG

Clerk to arrange an online meeting once all governors are in position and send out a forms link for expressions of interest in Chair, Vice Chair and Link Governor roles.

Action (SDB3):- RJ

10. Safeguarding Update

KH shared Safeguarding Update which is in the meeting file on GovHub.

Attendance figures are as they should be although Y8 has fallen below the expected threshold. There are two pupils within this year group who have skewed the figures.

The school is seeking guidance on 48 hours out of school following sickness. The school wishes to check if there is different guidance between having a sickness bug and a one off incident of being sick.

*A governor asked what the current Covid guidance is.

** If a Covid test is positive then the advice is to stay at home for 5 days. School is treating staff on a case by case basis depending upon individual circumstances.

*A governor asked what percentage of PP pupils are in each year group.

**KH confirmed that there are roughly 5-6 PP pupils in each year group.

There has been an increase in perseverance rewards but respect rewards are still low. KH working to increase this with staff being more aware of when and how to give rewards for this.

S1 on the ladder of consequences is a warning and for the first time this warning is being reported to parents/carers. The reason for reporting these warnings is to help minimise low level disruption.

KH has provided some CPL on eating disorders as part of the Safeguarding Update.

DC asked about supervision for staff who are managing challenging safeguarding situations. There is currently no one in place to do this and MS explained what this help could be ie Mental Health First Aider.

Chair asked what was needed and how can governors help. MS confirmed that it was helpful to have someone to offload to when things are really tough but it had to be the right person.

KH confirmed that it was important to have someone in the middle and DC also confirmed that it was a Trust duty across all schools to ensure appropriate supervision is in place. Counselling might work in the meantime (Gloucestershire Counselling Service come in to see children) but specialised supervision is needed. MS will see what is available.

Action (SDB4):- MS

11. Policies

11.1 CEIAG Policy

To be read by all governors and discussed at next SDB meeting on 25th November.

11.2 CEIAG Provider Access Arrangements

To be read by all governors and discussed at next SDB meeting on 25th November.

11.3 SEND Policy

JR has read through the policy and feels that it is a big improvement on the previous version and is more user friendly. JR suggested putting EAL (English as an Additional Language) in brackets and add

to the definition of terms. VL suggested that some elements of the language used needed to be sharpened up. KH will adjust the policy as appropriate.

Action (SDB5):- KH

- *Subject to minor amendments, this policy was proposed for approval by JR; seconded by ACB; and unanimously approved.*

12. SDB Committees

12.1 Admissions Committee

Admissions Committee needs to be re-instigated. This will be discussed at the next meeting when all new governors are in place to agree committee members and dates.

12.2 P&C Committee

Pay Panel is arranged for Monday 11th November. P&C Committee also needs to be re-instigated. This will be discussed at the next meeting with all new governors are in place to agree committee members and dates.

12.3 Curriculum & Education Committee

This is to be discussed as a possible committee at the next meeting.

13. SDB Terms of Reference

SDB Terms of Reference need to be drafted and added to GovHub for agreement at the next meeting.

Action (SDB6):- RJ

14. Local Resident Complaint

Chair of Governors has received a letter from a resident of Beards Lane regarding littering in Beards Lane. AMacD confirmed that LH as Head of Sixth Form has been discussing and reminding Sixth Form students of their responsibilities in this regard. Residents have been invited to give descriptions of students and/or vehicles so that there could be a more targeted approach to managing this.

15. Any Other Business

KH advised that Tom Waterfield would like to take a trip to County Antrim, Northern Ireland in the Easter holidays. He is proposing 40 pupils from Y9 to Y13. After some discussion around a late Easter and examination commitments plus appropriate year group ages it was decided that this trip should be offered to Y9 and Y10 students.

**A governor wanted clarity on what was happening with the condemned buildings - which were being monitored and are not being monitored any longer.*

***Chair suggested that the governor needed to follow this up directly with DC and HC and find out what is happening.*

Action (SDB7):- ACB

16. Date of Next Meeting

Monday 25th November at 6:30 pm, LCR in Marling School.

➤ *The meeting ended at 8:40 pm*