



Kelford School Academy Council Monday 27 November 2023 at 10:00 Kelford School

Those Present:		
Sarah Mullhall	Headteacher	SM
Lynn Heeley	Parent Governor	LH
Samantha Crookes	Parent Governor	SC
Matthew Paul	Governor	MP
Lynne Casson	Governor	LC
Paula Williams	Regional Executive Director, Chair	PW
Also Present:		
Catherine Bentley	Senior Leadership Team	CB
Lyndsay Foster	Governance Clerk	CLERK
Apologies:		
Sacha Schofield	Executive Regional Director	SSc
Simone Heald	Governor	SH
Rachael Leech	Teaching Staff Governor	RL
No Apologies:		
Theresa Siverns	Governor	TS

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received for SSc, SH & RL.	
1.2. To accept apologies for absence Apologies were accepted for SSc, SH & RL.	
1.3 Confirmation of Vice-Chair Confirmed in July to be removed from the agenda.	

MP was accepted as Vice-Chair and ratified.	
2. OUTSTANDING ACHIEVEMENT AWARDS	
2.1. Presentation to Staff Nominee(s) SM discussed achievement awards and will present the awards in the staff meeting on Wednesday.	
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business to be considered None.	
4. DECLARATION OF INTERESTS	
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda None.	
5. KELFORD SCHOOL LOCAL GOVERNING BODY MINUTES	
5.1. To approve the minutes of the following meeting: The minutes of the meeting held 26 June 2023 were approved.	
5.2. Review of Action Tracker Action tracker discussed and updated.	
5.3. Matters arising from the Minutes Typographical errors to amend on page 4, page 6 and change LC to LH on pages 3 & 5.	
6. ITEMS TO BE CONSIDERED	
6.1. Headteacher Report SM discussed the Mock Ofsted review day that was coming up at Kelford, and document circulated at the meeting for governors 'Curriculum Policy Statement'. ACTION: SM to circulate Curriculum Policy Statement on email to Clerking Services to keep a copy on file within the Trust. SM discussed the Headteacher's report along with SIP & SEF. SM informed that the SEF is currently being re-written and rag rated to cover 2023/24. The structure will be altered to present SEF termly. The format is more structured and working on more evidence-based activity towards the SIP.	SM 28/11/23

MP asked how far away are Kelford to Self-Evaluating as good?

SM stated there is still work to be done to get where they need to be, and the curriculum is always the starting point. There are strengths and small improvements already being seen in the past 11 weeks. It is now down to securing the correct evidence to back up the evaluation.

SM stated she feels the Safeguarding is on good ground and follow up is happening with Reading, Phonics and Maths.

SM also feels the behaviour, attitude and attendance is strong and improved.

SM & PW discussed the Ofsted Mock inspection and the level of feedback that will come from this; how it will help staff and the school going forward, in preparation for when Ofsted visit and what aspects need further improvement and growth. SM also stated that the evidence needs to be secure.

MP stated he can see the improvements and the work being done is coming through the documents and headteacher's report.

SM stated the school is making good progress and its helping to strip back the SIP & SEF. There are high expectations but she currently feels that the school lays with Requires Improvement.

SM informed a Staff handbook has been circulated to all staff leaders for their feedback and what they feel is needed to include. SM to update and circulate for staff to then refer to.

SM discussed the new meeting room and reception area that had been completed during half term which has better flow through reception, somewhere to hold SLT appraisals and parents/carers meetings. There has been some decorating done through school in half term, as SM & CB did their own school audit on a walk round. There has been a clear out across all sites during the holiday, there's also now new sustainable better-looking noticeboards and display boards around school.

SM informed all teacher and leader appraisals have been given dedicated time and completed (around 22 staff appraisals) and was great to know all staff had clear expectations for the school. Support staff appraisals are currently underway by the SLT or teachers.

SM informed that the governors really should come to the Pupil Parliament and see how great the sessions are with challenge and communication, Pupil voice being very important to the school, along with the feedback from the staff handbooks. There are also parent feedback views being sent out and the school expect high expectations from families/carers. It can prove difficult with some especially if they come on school transport as there's not as much personal face to face with families.

SM informed that the AC meetings were discussed with the Trust for SIP & SEF Support and Challenge, and next month's meeting plan is to look more into Maths, Reading, Safeguarding and Attendance.

SM stated that Forest View is now open. It was a great opening day and if the governors haven't visited yet she highly recommends they make a visit. SM stated she

visits on a Monday to see Pupils and their progress and its really great to see how the students have flourished.

SM discussed ongoing staff training including Safeguarding.

ACTION: SM to send online training course link for governors to clerking services to be distributed to governors, various courses including safeguarding to be completed.

SC asked SM If her recent safeguarding at her employment will cover?

SM informed SC to forward on to SM to check and then SM to forward onto clerking services to keep a record on file.

LH asked can the Governors attend any of the staff training sessions?

SM informed that she will get the staff calendar for training sessions and if there's any that are relevant then the governors are welcome to attend them.

SM discussed staff development is paramount and that they are utilising more inset days, SM informed she has requested one extra inset day a year and has had this approved as the Team Teach training is a yearly renewal and is over two days.

SM stated that the staff appraisals have helped to be proactive with the class 2024 groups and a draft copy is already in progress. This has helped get to the bottom of staff strengths and passions so they can put together teams that best strengthen each class and area. Access to learning pathway is the main focus, pupil profiles will be checked and their pathways to get prepared to put them in the correct classes and groups for their needs.

SC asked if the list will still be out earlier than usual?

SM said that as soon as the lists have been confirmed they will be available to staff, parents and carers, but it will be slightly earlier than usual, dependant on recruitment also.

LH informed she finds it helpful to prepare a child over the summer with which pupils or staff they will be with.

SM informed they will look at staff and classes and then staff relationships with in each area.

SM discussed plans to make improvements on corridor spaces, and a big focus on the secondary building, they are currently having roof issues which come at a huge cost which they are looking to be supported by the trust and awaiting specialist report from recent visit from builders.

There's also structural and electrical repairs required to the main kitchen area in primary.

PW stated to discuss with JH & LS at the trust for support and about the capitals programme where these kinds of costs can be supported, SM informed KO at the trust is aware of the issues and costs.

LH asked if there was still an issue recruiting Teaching Assistants?

SM
04/03/24

PW informed that it's a trust wide issue, and discussed whether it would be beneficial to consider an open day at school to encourage applicants to come and look round the school, what it feels like to encourage them to ask questions

SM stated that supply cover is having massive impacts on their budget, and finding suitable staff for consistency.

LH stated pay is the underlying issue for some, especially with the cost of living crisis, and that the staff need to have a compassionate nature, especially when dealing with the complexity of some of the pupils needs.

CB agreed that its health needs and expertise that's required and the care is a heavy responsibility to some.

PW stated that all training and support to get into the job is provided.

SM went on to discuss the Quality Assurance process and that its shared with the teachers to be able to look at planning, implementation, data and tracking in each area such as Maths for instance, then provide the evidence required. SM feels confident in the school's quality assurance. Who we are and where we belong is clearer in the new curriculum.

LH stated that each child learns differently, but wonders if parents have the knowledge and understanding of what their child can do or know enough to be able to support effectively.

SM stated that there are individual progress charts that are discussed with parents at each review, but the approach to each pupil is different due to different learning styles and the challenges each pupil may face, so each pupil's review is adapted to their needs.

SC suggested the use of book bags and reading journals, they were great when used before however the length of time with each book boredom set in, if they could do regular changes this would be a good thing to re-introduce.

SM discussed KS4 & 5 have a focus on preparation for adulthood, what and how to be clear, Carl and Lisa met and rag rated against Ofsted statements where the school is and have made an implementation plan.

SM informed that pupil progress meetings were ongoing looking at what's next and what the targets are for progress in line with their EHCP's.

SM informed page 20/21 LAC should be 5 pupils not 6. (Headteacher report)

MP discussed it was interesting how last year it was girls who had higher attainment percentage but this term it seems to be the boys.

SM stated there's more boys in school than girls but it is interesting to see and one to watch for progress. SM also feels the new curriculum has had an impact on learning.

SM had discussion around the speech therapist and personalised programmes for each pupil due to complexity of their needs.

LH asked is the speech therapist paid for through the school or NHS?

SM informed Pupil Premium funding will cover any additional provision added by the school and LA criteria is available for funding if required. However, if NHS make specific changes, then they have to cover the extra cost.

CB discussed the data of CPOMs and how it's used and analysed and how changes have been made to how it's used within school. The report was discussed and how staff can be supported.

PW stated its about the level of knowledge and what the behaviour need is.

CB explained that the levels have been checked and are high but mainly low-level incidents, whereas the lower percentage in other classes that percentage may be more severe incidents, a lot all depends on staffing expertise and complexity of needs, or even non-attendance.

MP asked how does the data compare with other schools within the trust?

CB discussed they are invited to a new CPOMs working group, and also each month the data is submitted to the trust where its analysed against all other schools within the trust. It goes to a review board where if there are any support and challenge required it will be discussed within the monthly 1:1 Headteacher meetings.

LH asked are school supported by parents when it comes to behaviour?

CB stated they do discuss with parents/carers and they also discuss with the behaviour and communication team they work together to support the child and offer consistency, they also offer home visits where there is little communication from home.

CB stated that they've adopted a school matters pathway for attendance and this is followed up with calls, letters and home visits where required.

PW stated that the report showed reduction in absence figures and the school is below average for SEN persistent absence so a big well done.

SM stated that they are now not approving any holiday requests.

CB informed that if absence was for health reasons they needed to know to get school nurses involved, or if was for mental health reasons they can get CAMHS involved.

SM informed that the timetables had additional time for therapies for physical need pupils added.

SM went on to discuss events in and out of school and links with the Children's University. Kelford have teamed up with Hilltop to do a joint Christmas project at the beginning of December.

There's an online training session being run 'The Struggles through Christmas' which Kathrine will be doing.

SM informed class dojo was working really well.

PW discussed the dashboard document.

6.3. Budget Report

SM discussed the Teachers pay award document and the Budget report.

7. TRUST MATTERS	
7.1. Trust Verbal Update of Key Issues PW confirmed that The Willows school is now officially part of the Trust and Nexus is now sponsor 2 other SEN schools. There is also expression of interest to join the trust from some other schools.	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business agreed by the Chair SM expressed gratitude and special thanks to SC for the kind donation to the school on the passing of her late grandad, a massive donation of £1,100 to the school which will help go towards to pool bed where a plaque will also be unveiled.	
9. CONFIDENTIALITY & RISK	
9.1. To consider the confidentiality of any items discussed during the meeting None.	

10. DATES OF NEXT MEETING		
Monday 4 March 2024	10.00 – 12.00	Kelford School
Monday 17 June 2024	10.00 – 12.00	Kelford School

Minutes approved

CHAIR	SIGNATURE	DATE
P Williams	<i>P Williams</i>	4 March 2024