



Kelford School Academy Council Monday 25 November 2024 at 13:30 Kelford School

Those Present	Role	Initials
Sarah Mullhall	Headteacher	SM
Lynn Heeley	Parent Governor	LH
Sacha Schofield	Executive Regional Director, Chair	SSc
Paula Williams	Executive Regional Director	PW
Rachael Leech	Teaching Staff Governor	RL
Sarah Slowe	Parent Governor	SS
Also Present:		
Lyndsay Foster	Governance Clerk	LF
Apologies:		
Samantha Crookes	Parent Governor	SC
Lynne Casson	Governor	LC
Eleanor Robinson	Staff Governor (Non-Teaching)	ER
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received for SC, LC and ER.	
1.2. To accept apologies for absence Apologies were accepted for SC, LC and ER.	
2. OUTSTANDING ACHIEVEMENT AWARDS	
2.1. Presentation to Staff Nominee(s) SM confirmed this would be presented to staff in a private assembly but discussed the staff members who received the awards. Kat Cairns, Carolyn Sullivan, Rachael Beaumont, Lydia Cawthorn, Susan Burrows.	
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business to be considered None. 3.2. Confirmation of Term of Office – Rachael Leach, Staff Governor Agreed and ratified. 3.3. Confirmation of Term of Office – Sam Crookes, Parent Governor Agreed and ratified. 3.4. Confirmation of New Staff (Non-Teaching) Governor, Eleanor Robinson Agreed and ratified. ACTION: Clerking services to email SC to confirm if happy to take on position of Vice Chair as discussed in AC meeting 17 June 2024.	ACTION: CLERKING SERVICES 26/11/24
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 17 June 2024 were approved.	
5.2. Review of Action Tracker Action tracker reviewed and updated.	

<p>5.3. Matters arising from the Minutes</p> <p>None.</p>	
6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>SM provided an overview of the Headteacher Report, starting with updates on Post-16 at Enterprise Works, which is now open. Kelford School now operates across three sites, with designated staff focused on each location. SM confirmed she spends half a day at each site to provide oversight and support.</p> <p>For 2024, the planned number of places is 140 pupils but the current numbers have already reached 155, with a steady influx of consultations from both Rotherham and Sheffield. The PAN (Published Admission Number) for next September is set at 155 with the possibility of increasing to 172 to accommodate demand.</p> <p>RL asked whether there was no longer a cap on student numbers?</p> <p>SS clarified that there is no longer a strict cap and schools are permitted to operate up to 20% over their PAN. However, RL expressed concerns, stating that this approach is unrealistic given the physical size of some classrooms, the composition of the cohort and the severity of some students' needs. PW added that the government is now reviewing and planning to implement its own judgments regarding net area calculations and space requirements for schools. While 20% over PAN is considered the average, some schools are already significantly exceeding this threshold, raising potential challenges for both capacity and resource allocation.</p> <p>SM provided an update on staffing developments, noting that the new Assistant Head for Primary has settled into the role very effectively. Additionally, two SLT members have stepped up to the positions of Deputy Head and Post-16 Leader, with both transitions going smoothly. SM reported that after conducting two rounds of support staff recruitment, the number of vacancies has reduced from 11 at the start of the year to 4, with a new advertisement set to be published soon.</p> <p>SM also highlighted the school's commitment to investing in the workforce, mentioning plans to create progression opportunities for current staff. This includes promoting existing staff to higher levels and subsequently recruiting at entry-level positions (Level 1) to support long-term career growth within the school.</p> <p>SM informed the board that the School Improvement Plan (SIP) is progressing effectively and has been positively supported by strengthened partnerships and provision working collaborations to best address the needs of the students. Additionally, significant effort has been dedicated to updating the school website, with curriculum updates being a particular point of pride. Development for the work force has been implemented with a 2 day team teach, focussing on moving and handling, first aid and gastro feed courses.</p> <p>SM reported that Michelle from the central team has been actively involved in Continuing Professional Development (CPD), focusing on enhancing strengths identified during the recent Ofsted visit. Additionally, Academy Council governors had a productive SIP and SEF session with SM at the start of the term. The session included a</p>	

walkaround of the school and classrooms, where governors observed the positive progress and initiatives being implemented.

Planned Capital Works Update:

- Forest View has undergone several changes, including updates to car parks and care areas, all of which were successfully completed during the summer holidays.
- The secondary building roof has been identified as requiring repairs. Structural engineers have assessed the situation, and a temporary repair, designed to last approximately two years, is scheduled to be completed over a weekend to minimize disruption.
- A full repair of the roof will be necessary and is planned for a future summer holiday break to accommodate the extensive time needed and avoid impacting students.
- The 6th form building may face a similar situation due to its structural design, potentially requiring comparable repairs.

SM discussed an overview to staff sickness absence is being closely monitored on a week-by-week basis. For short-term absences (Day 1 and Day 2 of sickness), staff shortages are not being covered, while long-term sicknesses will be managed with appropriate cover. Winter months significantly impact the staff cover budget due to increased illnesses during this period.

SS asked what's improved the absence figures?

SM stated a more robust return-to-work meetings have been implemented to support staff returning from illness. There has also been strong HR support available, including drop-in sessions for staff to access help.

There is also careful planning around class coverage during staff absences, ensuring that student needs are met without significantly impacting the staffing budget.

SM shared that the main focus is to build on the successes of the curriculum. The school has developed a Quality Assurance (QA) calendar for each site: Forest View, Kelford and Enterprise Works. One key area of focus for QA across all sites is the start of the day processes, which now have a consistent approach. This includes a focus on Phonics, English and Maths to ensure consistency and high standards across the school.

SM stated that the QA planning is reviewed every half term. Additionally, pupil progress is actively being tracked, with half-day sessions being held for each class. There are 19 classes and school leaders assess the Individual Learning Plans (ILPs) for each student, ensuring that targets are set, progress is being made and evidence is collected and then moderated to ensure alignment and accuracy.

SM explained that the school held a Celebration of Learning event, which received positive feedback from parents and carers. Many parents mentioned that they found this event more useful than traditional parents' evenings. Based on this feedback, the school plans to continue offering this type of event going forward.

EYFS lead is working with Michelle at the trust and now have an EYFS policy in place.

SS asked if this was moving forward in to KS1?

SM confirmed yes.

SM informed that the EYFS (Early Years Foundation Stage) is set to return to the main site. Currently, the EYFS is located in a PFI building. The school has decided it would be more beneficial to invest the funds into improving the main school building and hand back the PFI building.

SS asked whether Kimberworth will continue to be one of Kelford's sites?

SM clarified that Kimberworth will remain a site but with some changes. The Early Years Foundation Stage pupils will move back to Kelford due to the challenges in meeting the needs of some new pupils with complex high needs at Kimberworth. The higher cognitive pupils in Year 1 & 2 will stay at Kimberworth, and after Year 2, they will transition to Kelford and eventually move on to either Forest View or Enterprise Works.

SM further explained that Hannah, the Read Right consultant, visited the school for a development day. She worked with both students and teachers, and the progress observed was phenomenal. Other schools were also signposted to visit Kelford to see the Phonics programme in action and Kelford has signed up for two more development days next year. In terms of Key Stage 4 and 5, SM shared that the school is reviewing the curriculum provision for these stages and is considering becoming an exam centre. This would help broaden the qualifications available to students; currently students have to travel to Doncaster for exams. The school is also exploring this option in light of the growing number of students across three sites.

RL mentioned that some of her students might struggle to access provisions at other sites, especially if necessary equipment, like hoists, is not available. Some students are already working 1-2 years ahead which can add further complexity to their educational needs.

SS raised a concern regarding the KS 4 & 5 bespoke programme and the challenges related to therapists being unable to visit students at other sites, which could complicate the transition of students with complex needs. SM acknowledged that this is indeed a challenge, especially since there are currently 10 students in the Bridge provision, and by next year, this number will increase to 30 pupils. RL confirmed that while cognitive readiness for the next provision is there for some students, their physical needs such as hoisting and care requirements present significant barriers. This means some students may have to remain at the Kelford site rather than transitioning to other schools in the trust.

SM highlighted the progress that students have made across all areas of learning, noting that the school is very proud of these achievements. She mentioned that Carl is overseeing the Quality Assurance (QA) process, with a specific focus on Maths. Next week, there will be a Maths QA session with Emma, where they will review key line of enquiry data to ensure that the maths provision is performing as expected and aligning with the school's goals.

SM shared that for English, students must sit 3 exams to achieve a full qualification. While the Maths data has shown strong results, in English, students at the Level 2 Read

and Write program are taking exams equivalent to GCSEs. SM noted that there is more detailed data on English and Maths performance covered on pages 16 and 17 of the report, which would provide further insights into student progress in these subjects.

SS asked if there is support for EAL (English as an Additional Language) communication within the school?

SM confirmed that there is a staff member who provides EAL support but it is insufficient and the school needs to recruit more staff to provide better EAL support in the classroom. PW added that the school has been monitoring this issue over the summer and is now able to see the ongoing trend.

SS asked how the school has reduced RPI (Restraint, Physical Intervention) incidents over the year?

SM explained that several strategies have been implemented, including:

- Training around trauma-informed practice and sensory needs, ensuring staff understand how to manage different emotional and physical states.
- Introducing Zones of Regulation training to help staff and students regulate emotions and know it's okay to step away when needed.
- Having behaviour coaches available for support across the school, ensuring they align with areas needing additional help and providing targeted interventions.
- Conducting a health check, which is part of a 3-year programme that involves short videos and resources for staff to digest and apply to their classrooms.
- Implementing the Behaviour for Change programme, which focuses on creating long-term positive behaviour adjustments.
- Looking into how parents can be involved and gain access to these resources to support the process at home.

SM shared that Katherine had been invited to present at various forums regarding the school's work on promoting positive behaviour and attitudes. The approach has been very well received and Katherine has had the opportunity to share the successful strategies and outcomes from the school with other educational professionals at these forums. PW highlighted the positive improvement in attendance, particularly at Sparkles, which had previously been in the red zone but has now shown improvement. This improvement is largely due to addressing medical needs and appointments more effectively. RL added that the school culture around attendance has shifted. The attendance policy will be more strictly enforced to ensure better overall attendance compliance.

SM presented the new Gold Award the students have designed themselves and is now implemented in school.

SM discussed the Pupil Parliament and mentioned that meetings are planned for the rest of the school year and will arrange for them to attend the next AC meeting and present.

ACTION: Pupil Parliament members to attend next AC meeting and present

SS asked about the house teams, inquiring if they are the same across all the school sites?

SM clarified that the house teams are not the same across all sites. At Enterprise Works, house teams are not used as they do not align with the student cohort.

**ACTION:
SM
17/03/25**

<p>However, at Forest View, there are some house teams, which are more closely linked to Kelford and Kimberworth but this structure is different at Enterprise Works.</p> <p>SM discussed a major initiative being worked on across the sites is '50 things to do before I leave Kelford' and is due to be rolled out soon. Additionally, SM highlighted the positive impact of the new PE teacher. Students have been actively involved in various events, with regular participation in sports leader courses, bowling, and football events. The new PE teacher has been instrumental in ensuring students are engaged and active and these events have been very successful.</p> <p>SM also showcased updates on the school website, where the curriculum area has been redesigned to make it more appealing to visitors, parents, and carers. The information is now clearly organised, with clickable sections that lead to more detailed information and relevant links, making the website more user-friendly and informative.</p>	
<p>6.2. School Dashboard Summary</p> <p>Document shared for information, a brief overview was discussed within the Headteacher report.</p>	
<p>6.3. Budget Report</p> <p>Document for information.</p>	
<p>6.4. Teaching Staff appraisal outcome report</p> <p>Document for information.</p>	
<p>7. TRUST MATTERS</p>	
<p>7.1. Trust Verbal Update of Key Issues</p> <p>PW discussed several key updates regarding the Trust's activities and expansion:</p> <ol style="list-style-type: none"> 1. Pupil Parliament: The CEO has taken an active role in overseeing the Pupil Parliament to assess its operations. The CEO has scheduled visits to all schools across the Trust, with Kelford's visit booked for March. This initiative reflects the Trust's commitment to engaging with students and ensuring that student leadership and involvement are encouraged. 2. New Schools Joining the Trust: The Trust has recently academised two new schools: Endeavor in Nottingham and Lotus in Sheffield. In addition, two more SEN schools have applied to join the Trust, which has already been agreed upon. This expansion will allow the Trust to share resources and experiences across all sites. 3. Central Team Strengthening, as the Trust expands, the central team has been strengthened to support this growth. This strategic preparation has been "front-loaded" to ensure smooth transitions as new schools join. 4. ELI CPD Programme: The Trust is offering the Enterprise Learning Institute (ELI) CPD programme, which will provide free courses to schools within the Trust. External schools can also participate, though they will need to pay for the courses. This initiative is aimed at knowledge sharing and professional development across the education sector. 	

<p>5. Assessments and Methods: The Trust’s partners are currently reviewing and exploring assessment methods to ensure that the best approaches are being used for evaluating students' progress across the Trust.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>RL asked about the progress on the car park development at the Kelford school site? SM responded that discussions are ongoing between the Trust and RMBC (Rotherham Metropolitan Borough Council). They are also working with Steel Felt, focusing on creating a car park that will benefit both the school and the local community. Additionally, the plan includes the installation of electric vehicle charging points. Councillor Ian Jones is involved in the progress, and SM will provide an update when more information becomes available.</p> <p>ACTION: SM To get an update on the carpark work progression for next meeting.</p> <p>ACTION: SM to email out details of Christmas events for governors to confirm attendance.</p>	<p>ACTION: SM 17/03/25</p> <p>ACTION: SM/ CLERKING SERVICES 26/11/24</p>
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	

<p>10. DATES OF NEXT MEETING</p>		
<p>Monday 17th March 2025</p>	<p>13.30 – 15.30</p>	<p>Kelford School</p>
<p>Monday 23rd June 2025</p>	<p>13.30 – 15.30</p>	<p>Kelford School</p>

Minutes approved

<p>CHAIR</p>	<p>SIGNATURE</p>	<p>DATE</p>