



## Kelford School Local Governing Body Quality of Education Meeting Monday 18th October 2021 at 10:00 via MS Teams

<b>Those Present:</b>		
Kari Anson	Headteacher	KA
Pamela Smith	Governor - Chair	PS
Sam Billham	Non-Teaching Staff Governor	SB
Philip Knight	Finance Link Governor	PK
Rachael Leach	Teaching Staff Governor	RL
Callum Overfield	T&L Governor	CO
<b>Also Present:</b>		
Warren Carratt	Chief Executive Officer	CEO
Joel Hardwick	Assistance CEO – Strategy & Partnerships	JH
Emma Sheedy	Governance Clerk	ES
<b>Apologies:</b>		
Samantha Crookes	Parent Governor	SC
Lynn Heeley	Parent Governor	LH
<b>No Apologies:</b>		
Simone Heald	Governor	SH

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from SC and LH.</p> <p>No apologies were received from SH.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for SC and LH.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>2.1.1. Suspension</p> <p>2.1.2. Rotherham SEND Inspection</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
<p>3.2. Review &amp; Completion of Register of Interests</p> <p>Governors were reminded to complete and return their Register of Interest forms to <a href="mailto:clerkingservices@nexusmat.org">clerkingservices@nexusmat.org</a></p>	
4. KELFORD SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 28<sup>th</sup> June 2021 were reviewed and approved.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>None.</p>	
5. ITEMS TO BE CONSIDERED	
<p>5.1. SEF &amp; SIP priorities – LGB to agree key areas of qualitative scrutiny</p> <p>School Evaluation Form (SEF)</p> <p>KA provided an overview of the SEF and explained that the current document is substantial and needs reducing, with input from JH and Trust. KA also stated the document needs to also be more user friendly and involve Governor involvement (CO SMSC work).</p> <p><b>ACTION 1:</b> KA to revise the SEF; so it is not as substantial, is more user friendly and includes Governor involvement (CO SMSC work).</p>	<p style="text-align: right;"><b>KA</b> <b>24/01/22</b></p>

Discussion and challenge was as follows:

**The CEO highlighted the high usage of acronyms and asked for these to be fully expanded on the first use, so the document is fully inclusive** and this was noted.

**The CEO queried number of pupils on roll on page 3 (135) but Page 4 states '136'** and KA provided context, explaining that one pupil is currently transitioning. KA advised of 136 pupils as of 18<sup>th</sup> October but this will increase to 137.

**The CEO asked for KA to add 'Local' to 'Governors' or 'Governing Board/Body'** and this was noted.

**The CEO asked if the two Fixed Term Exclusions (FTEs) on Page 17 relate to one pupil** and KA advised yes.

**The CEO suggested the following further amendments to the SEF:**

- 1. Update the phrase 'post COVID' to 'post lockdown' or 'living with COVID';**
- 2. Add 'and Governors' to the first bullet on Page 20 under Leadership & Management;**
- 3. Add context to the third bullet on Page 20 as follows, 'A new and effective SLT has been established, following leadership changes in the last 18 months'; and**
- 4. The fourth bullet on Page 20 to be expanded upon.**

**The Chair provided constructive feedback and agreed some content should be removed and the next steps expanded upon** and KA noted this.

**A Governor queried if the Single Central Record (SCR) is also checked by the School Business Manager (SBM)** and this was noted.

**A Governor also suggested 'A number of SLT and Local Governors' are trained in Safer Recruitment** and this was noted.

**ACTION:** KA to update the SEF with the suggested amendments.

**KA  
24/01/22**

School Development Plan (SDP)

KA shared her screen and provided a detailed overview of the SDP. Discussion and challenge was as follows:

**The CEO suggested changing the wording with regards reading focus from 'early reading' so this applies to whole school** and this was noted.

**ACTION 3:** KA to update the reading focus so it applies to 'whole school' not just 'early reading' via Staff Newsletter.

**KA  
ASAP**

KA provided an update with regards Coach Training, which extended beyond the usual days and some members of staff had to make personal arrangements. KA extended thanks to the staff for their co-operation and support and to Abbey School for the use of training space. **The Staff Governor also provided input regarding the Coach Training.**

<p><b>A Governor queried 100% of pupils will have a Positive Behaviour Profile and asked if this means every single student</b> and KA advised it did, yes. <b>The Governor commended this.</b></p> <p>Kelford have been allocated a student from Sheffield University, who will work on a sustainable development goals project, on a four-week placement and Kelford will be investing in diversity and inclusion. KA also provided Governors with context regarding Grandad Wheels.</p> <p><b>The Chair asked if appraisal targets have been set for Teachers and Support Staff</b> and KA advised Teachers were 22<sup>nd</sup> October and Support Staff will be carried out after half term. KA provided reassurance that reading is a whole school target.</p> <p>There was a discussion with regards EYFS numbers <b>and the CEO queried the consultation with regards the change of designation of Newman School in Rotherham</b> and KA advised this was not mentioned at the Special Heads Meeting. It was agreed for KA and JH to discuss this offline. <b>ACTION 4:</b> KA and JH to discuss the change of designation of Newman School.</p> <p><b>The CEO queried the lack of preparing for adulthood in the SDP</b> and KA advised that this was highlighted in the Rotherham SEND Inspection, so she will refine the wording to reflect this. <b>ACTION 5:</b> KA to update the SDP to reflect preparing for adulthood.</p> <p><b>ACTION 6:</b> KA to address the header on the SDP.</p> <p><b>The CEO asked for KA to carefully word pupils on roll at The View, so this is not perceived as a separate institution</b> and this was noted.</p> <p><b>JH spoke about the data and asked when we might see an increase in outcomes/progress</b> and KA advised the aim is for 85% to be achieving their targets by the end of the year. <b>The CEO asked if progress data is based on teacher assessment or where pupils are at the end of each term, considering some of the curriculum content would not have been taught</b> and KA provided detailed context <b>with input from the Staff Governor. It was agreed for Kelford to report 'on track'.</b></p>	<p style="text-align: center;"><b>KA ASAP</b></p> <p style="text-align: center;"><b>KA 24/01/22</b></p> <p style="text-align: center;"><b>KA 24/01/22</b></p>
<p>5.2. Appointment of Vice Chair &amp; Link Governors</p> <p>5.2.1. Vice Chair – to be addressed at the next mtg.</p> <p>5.2.2. Teaching &amp; Learning Link Governor - PS (Leadership &amp; Management/CPD) and CO (6<sup>th</sup> Form)</p> <p>5.2.3. Safeguarding Link Governor – SH has agreed to undertake via prior email.</p> <p>5.2.4. Finance Link Governor – not required.</p> <p>5.2.5. Wellbeing Link Governor – PK.</p> <p>It was agreed for SC &amp; LH to be appointed at the next meeting. This has been added to the agenda.</p>	

<p>5.3. School Dates for 2022/2023</p> <p>Governors agreed to adopt the LA School Dates for 2022/23.</p>	
<p><b>6. GOVERNANCE MATTERS</b></p>	
<p>6.1. Governors to complete Activity Log</p> <p>The Clerk reminded all Governors to email activity to <a href="mailto:clerkingservices@nexusmat.org">clerkingservices@nexusmat.org</a></p>	
<p>6.2. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>The CEO advised that the Trust have established a Negotiating Committee with Trade Union partners, operating across the three LAs, to bring fairness.</p> <p>Discovery Academy is on course to open September 2022.</p> <p>The Trust have commissioned B11 and an ex Her Majesty's Inspector (HMI) to undertake school reviews.</p> <p>The CEO updated Governors regarding the number of INSET days, which will be discussed in the Trust's Head Meeting.</p> <p>The Central Trust have followed up the review of ICT across the Trust and are now advertising for a Head of Digital Technology.</p> <p>The Trust Board have set an aspirational target for Nexus to be carbon net zero by 2030 and a Network Group is in the process of being set up.</p>	
<p><b>7. ANY OTHER URGENT BUSINESS</b></p>	
<p>7.1. To consider any other urgent business agreed by the Chair</p> <p>7.1.1. The Chair provided context regarding a Stage 3 Parental Complaint, which has been responded to within the agreed timescales.</p> <p>7.1.2. KA provided an overview of the SEND HMI Inspection and outlined the four specific areas. KA also advised that Julie Day will visit in December 2021 and is committed to addressing sufficiency needs.</p> <p>7.1.3. KA provided context regarding a potential suspension.</p> <p>7.1.4. The Chair expressed concern with regards resuming face to face meetings and it was agreed for the next meeting to be held via Teams and review going forward.</p>	
<p><b>8. CONFIDENTIALITY &amp; RISK</b></p>	
<p>8.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p>8.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	

**9. DATES OF NEXT MEETING**

Monday 29 <sup>th</sup> November 2021	10:00 – 12:00	MS Teams	Business Meeting
Monday 24 <sup>th</sup> January 2022	10:00 – 12:00	To be confirmed	Quality of Education
Monday 7 <sup>th</sup> March 2022	10:00 – 12:00	To be confirmed	Business Meeting
Monday 16 <sup>th</sup> May 2022	10:00 – 12:00	To be confirmed	Quality of Education
Monday 27 <sup>th</sup> June 2022	10:00 – 12:00	To be confirmed	Business Meeting
Tuesday 28 <sup>th</sup> June 2022	16:00 – 19:00	Crags School	Leadership Summit

**Minutes approved**

CHAIR	SIGNATURE	DATE