



## Kelford School Academy Council Monday 26<sup>th</sup> June 2023 at 10:00 Kelford School

<b>Those Present:</b>		
Sarah Mullhall	Headteacher	SM
Simone Heald	Governor	SH
Lynn Heeley	Parent Governor	LH
Samantha Crookes	Parent Governor	SC
Rachael Leach	Teaching Staff Governor	RL
Matthew Paul	Governor	MP
Lynne Casson	Governor	LC
Sacha Schofield	Executive Regional Director	SSc
<b>Also Present:</b>		
Joel Hardwick	Assistance CEO – Strategy & Partnerships	JH
Lyndsay Foster	Governance Clerk	LF
<b>Apologies:</b>		
Paula Williams	Regional Executive Director, Chair	PW
Theresa Siverns	Governor	TS
<b>No Apologies:</b>		

<b>1. APOLOGIES FOR ABSENCE</b>	<b>Actions</b>
1.1. To receive apologies for absence  Apologies were received for PW and TS.	
1.3 Confirmation of Vice-Chair  MP was accepted as Vice-Chair and ratified.	

<b>2. OUTSTANDING ACHIEVEMENT AWARDS</b>	
2.1. Presentation to Staff Nominee(s)  Not applicable.	
<b>3. ITEMS OF URGENT BUSINESS</b>	
3.1. Chair to determine any items of urgent business to be considered  SM informed the Academy Council of the Health and Safety issue on site. The kitchen is temporarily closed and school lunch preparation is currently being done from upper school as they have kitchen although reduced facilities. They are able to accommodate a range of varied diets and needs for the students.	
<b>4. DECLARATION OF INTERESTS</b>	
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda  None.	
<b>5. KELFORD SCHOOL LOCAL GOVERNING BODY MINUTES</b>	
5.1. To approve the minutes of the following meeting:  The minutes of the meeting held 27 <sup>th</sup> November 2022 were approved.	
5.2. Review of Action Tracker  RL informed special bags used for transport were all sorted. MP stated he was happy to take on role of Vice-Chair.	
5.3. Matters arising from the Minutes  None.	
<b>6. ITEMS TO BE CONSIDERED</b>	
6.1. Headteacher Report  SM informed she is worked for a total of 22 days at Kelford splitting time with Pennine View; approximately 2 days per week at Kelford. Governors found the report informative of where school is at and what is planned. The report was a collaboration of input from all school leaders as well as SM. SM is currently working on new SIP for September which will encapsulate the current SIP. Leaders accessed external coaching and the feedback was that the staff found this useful, especially the new staff. It came as a good opportunity to share challenges and support. This has been brought in house next year. SM has completed Assistant Head appraisals. There is only one member of staff supported informally. The CPD (Continuous Professional Development) tracking database has been updated. Two members of staff have also completed the Trauma informed training in school.	

The Assistant Head has now completed Team Teach training so they can deliver in house training.

SM informed that there will be a new Curriculum launch on the 17th of July lead by the Assistant Head and faculty leaders.

SM to review planning to September from the feedback received from staff after staff survey.

SM informed post 16 provision at The View will be moving over to Rowan Centre in Rawmarsh working closely with Hilltop School. It will run and work similar to how The Bridge works with Coppice, Pennine View and the other schools and young people in Doncaster, with similar outcomes at Rowan Centre for Kelford and Hilltop.

SM advised Governors it would be good for them to visit The Bridge and see what it is all about if they get chance.

**MP asked if it is all sorted and is there anymore works to be done?**

JH advised that the decision was agreed and Nexus has a schedule of works and is liaising with LA (Local Authority) regarding paying for the capital work.

**LH asked if this means can we take more pupils on?**

JH said that it would just be pupil from the View pupils for now until they are settled in and look we would look at phase 2 if expansion is required but there would be a tighter budget to work with.

SM advised we have The View as a safety net to fall back on if any building works are delayed and that families are on board with the plans. We can consider an extra 1 maybe 2 pupils but that will not elevate the pressure on space at Kelford this or next year. It is great to have the opportunity to work, learn and grow with pupils and staff at Hilltop School.

SM advised of some redecoration that is to be completed in the secondary area within Kelford during the Summer holidays to freshen it all up. Small building works are to take place on primary school yard with decking and pathways planned for the younger children.

**SC Asked if anything more has happened regarding the parking situation since the last meeting?**

JH confirmed he is in discussions with the LA and planning and there was still no change as of 3 weeks ago.

SM addressed the high staff sickness absence. Its significantly higher than previous so need to look into what SLT can do to tackle this.

RL also informed that the high absence of staff is impacting on classes and teaching. SM informed they have had a big recruitment drive and aiming to fill all vacancies for the new school year. SM stated she is wanting to work with staff and jointly look to significantly improve the absence rate by offering flexible working and getting the work/life balance right for all staff members.

**SH Asked how many vacancies are there?**

SM informed there 19 vacancies have been filled.

SH said anything to help elevate stress levels and sickness levels rising would be welcome.

SM said that due to some resignations there is still another 6 positions to be filled.

**SH asked SM if they put advert out as soon as a resignation is handed in?**

SM advised that the advert will go out straight away.

RL stated it can be quick dependant on where they are in the school term.

SM said that 14<sup>th</sup> and 17<sup>th</sup> July are School Inset days. safeguarding and Transition training that will be taking place on these days.

SM informed the new curriculum will be ready to launch in Autumn term and that faculty leads had been supported by D Dickenson and M Hill at Nexus HQ.

SM informed learning walks have taken place and that the focus needs to be on having higher expectations for pupils.

Pupil Progress Tracker Meetings have been ½ day to 1 full day dependant on workload for SLT. The progress of the students and the link to assessment was discussed.

SM discussed The View's vocational accreditation and ILP targets. Lisa the Leader at The View has a good overall of understanding of all the pupils where is there going and what they need. They have recently had school Prom at The View and it was out of this world. Lisa was very proud, and is now supporting transition and moving on and preparing for new students in September.

SM discussed EHCP outcomes and the interlinked curriculum over 3 years which will be topic based. Plan to secure new learning as they move on and help to grow independence. SM would like to get curriculum leads into governors to provide an overview.

SM informed M Sorby (Nexus) will be one day a week at school to support Carl with data, to ensure that Kelford can be clear where the students are and if they are above or below expected levels.

**MP asked about section 3.2.2 if the 116 totals of the whole school?**

SM not sure on this but will check she believes its possibly the post 16 at the view that are not included in the numbers.

MP mentioned how good the Exclusions figure were in the report.

SM agreed the exclusions data was good and praised all staff for their hard work and support.

SM informed Trauma training was completed by staff. Emotional regulation profiles are in place for all pupils whether that be Kelford or the View and it follows through school.

SM said there is lots of work to be done on attendance, but it is above national and they are working towards helping and supporting identified families and linking with other agencies and health.

SM said that the Communications lead and Parliament lead from Pupil Parliament attended a meeting led by Joanne and the plan is to work with all pupils to gain a pupil voice and to build a package for each, so they can say what they think, what they want and link into SIP.

Pupils have been keen to earn their house points within school and there have been lots of opportunities to be active members.

SM expressed the importance of PSHE and RE for pupils to help keep safe. It is all about development stages of the pupils not just age.

**MH Asked what PCR's were?**

SM said they are Personal centred Reviews.

SM advised she has collated information with the support of Nexus Trust and would currently rate the school as requires improvement.

MH expressed his praise to SM for what she is achieved in just 22 days in the role. SM thanked and said it's about celebrating the strengths, and although the school is requiring improvement she is aware of what OFSTED look for so will be swiftly looking to implement and put actions in place.

SM stated there's work to do and baseline is to look at where we are at currently and where we want to go, along with what works and what does not for the school, staff and pupils.

**SC asked if OFSTED was due?**

SM said the 3-year open window opened in March. She estimates it will be at least another 12 months to evidence the impact of the curriculum.

SM informed school has discontinued using SchoolZone and are currently researching best App for our pupils and families. There will be a new app in place from September.

**SC asked if Dojo could be used better and secure to social media, especial to parents who may not use twitter or Facebook or even paper form?**

SM likes Dojo at Pennine but also likes the paper form and paper copies of the newsletter, and that until they are happy with a new system they will continue with paper forms.

LC & SC both agreed to enjoying paper form.

**LH asked if was private for their own child within school?**

SM informed that yes, all access to classes is private.

SM informed governors of lots of events planned in for the pupils including The Deep, Yorkshire Wildlife Park and the Nexus Olympics

**LH asked about the Dog situation?**

SM said the dog was purchased but it will be another 12 months at least before it comes on site as it is still a puppy and needs lots of training

**RL Can Buddy be brought into school in its puppy stage to pick up sounds and smells as a young puppy?**

<p>SM informed she is happy for the dog to visit the site for smells but a not to come into contact with the children as she does not want any incidents or injuries to any pupils.</p> <p>RL expressed she was worried it would miss opportunity to integrate it with school. SM said that Pennine View has a dog one that's 2 years old when it came into school, and it is working well no problems.</p> <p>SS Informed that Therapy dogs always require further training later down the line once over 12 months old and not ideal to bring a puppy into school.</p> <p><b>SC Asked if the newsletter could put out that a puppy has been purchased called Buddy and what is happening?</b> SM agreed that would not be an issue to add that information.</p> <p><b>RL Asked what happens if the member of staff was to leave the school the dog is kept for?</b> SS she has similar situation at the moment and thee is a negotiation with the owner. The dog can still come to school, or they can buy it out and get new dog.</p> <p>SM informed she can see the benefit and value of a therapy dogs, but it will be over a period of time.</p>	
<p>6.3. Budget Report</p> <p>SM informed running on small surplus and will be the same next year. The Government has not confirmed pay increases and whether these are fully funded, and utility bills are not going down.</p> <p>SM informed from September they are 2 pupils over numbers with a possible 3 more in the pipeline. SM spending will always go on the pupils.</p> <p><b>MH asked if RMBC will top up cost?</b> JH Informed RMBC top up rate has been agreed, also informed that every place has £10,000 per place top up provided by RMBC which will cover basic costs. This has been the same since introduced in 2014, even with inflation rises. If another LA wanted their pupil to come to this school they would cover the top up.</p>	
<b>7. TRUST MATTERS</b>	
<p>7.1. Trust Verbal Update of Key Issues</p> <p>JH informed Willows School will be joining the Trust from September. Nexus is the sponsor for Holgate Meadows. JH also informed the meeting of Central Team changes.</p> <p>Governors asked to be more involved. SM advised they can email her when they want to come in and she will arrange the best time and is looking at a plan going forward from September for governors to come in school and also Pupil Parliament meetings.</p>	

<p>SH informed she really enjoyed her visit to The View. SM stated autumn term be enjoyable time to look and arrange and to work in pairs and look Ofsted framework, attendance, behaviour and work with them to book dates in soon.</p> <p>JH advised to discuss more at next meeting about governor plans.</p> <p>SM Mentioned that Governors engagement day is a good idea and add in some training like Safeguarding or Phonics, and then can collectively reflect on the learning and what has been seen in and around school.</p>	
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<b>8. ANY OTHER URGENT BUSINESS</b>	
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<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>JH Asked if everyone had received their expressions of interests and if they can complete and return.</p> <p>SM informed she would do a SIP &amp; SEF (School Evaluation Form) meeting in October if governors were interested.</p> <p>RL to continue to find TA (Teaching Assistant) Governor and any expressions of interest.</p>	
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<b>9. CONFIDENTIALITY &amp; RISK</b>	
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<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p>9.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	

<b>10. DATES OF NEXT MEETING</b>	
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Monday 27 <sup>th</sup> November 2023	10:00 – 12:00	Kelford School
Monday 4 <sup>th</sup> March 2024	10.00 – 12.00	Kelford School
Monday 17 <sup>th</sup> June 2024	10.00 – 12.00	Kelford School

CHAIR	SIGNATURE	DATE