



Bishopswood School

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Meeting of the Interim Governing Board
Monday 28th February 2022
4.30pm held virtually using Microsoft Teams

Item No.		Action
	<p>Present:</p> <p>Kevin Moyes (KM, Chair of Interim Governing Board)</p> <p>Elaine Ricks-Neil (ER-N, Interim Governor)</p> <p>Mark Winch (MW, Interim Governor)</p> <p>Stephanie Coneboy (SC, Consultant Headteacher, Propeller Academy Trust)</p> <p>Gayle Didcock (GC, Acting Deputy Headteacher, Bishopswood School)</p> <p>Sharon Hickles (SH, Acting Headteacher, Bishopswood School)</p> <p>Tracey Stratton (TS, Chief Operations Officer, Propeller Academy Trust)</p> <p>Also in Attendance:</p> <p>Helen Roberts (Clerk to Governors)</p> <p>The meeting was quorate.</p> <p>The meeting started formally at 4.36pm.</p>	
1.	<p>Welcome:</p> <ul style="list-style-type: none"> - KM welcomed everyone to the meeting and made introductions where necessary. 	
2.	<p>Apologies for absence:</p> <ul style="list-style-type: none"> - KM stated that there were no apologies to record, all invitees were present. 	
3.	<p>Urgent Additional Items:</p> <ul style="list-style-type: none"> - KM informed the governing board that no additional items had been submitted for consideration. 	
4.	<p>Declaration of Interests:</p> <ul style="list-style-type: none"> - With reference to document 4.1 KM confirmed that governors had sent completed forms to him via email. - KM was pleased to note that all governors had also completed declarations of interest on GovernorHub. 	
5.	<p>Approval of Full Governing Board (FGB) Minutes:</p> <ul style="list-style-type: none"> - KM explained that the minutes from the previous FGB/Interim Governing Board (IGB) meeting held 21st January 2022 were confidential in nature. These minutes had been seen and approved by the IGB members. - With reference to the Action Log, KM confirmed this document would originate from this meeting. 	
6.	<p>Matters arising not covered on the agenda:</p> <ul style="list-style-type: none"> - No items. 	
7.	<p>Headteacher Report: (see attached paper)</p> <p>7.1 Headteacher report:</p> <ul style="list-style-type: none"> - SH presented the report and shared key messages. - The governors thanked SH for the comprehensive report. 	

	<ul style="list-style-type: none"> - Q: Governors asked if the school could provide more detail, to support a strategic overview, regarding the staffing issues. They wanted to know, for example, with reference to the 68 days of Learning Support Assistant absences, how that breaks down to individuals. A: SH provided the detail for this example and understood the requirement for future reports. - Governors asked if the school could also provide this type of narrative when referencing pupil data. They acknowledged the small pupil numbers and understood the impact of this when considering percentages. They suggested that future reports would benefit from explicit numbers of persistently absent pupils and a record of the interventions in place. - Q: With reference to the Quality of Teaching noted in the report, governors asked how the school would link monitoring of this to the School Development Plan (SDP), and they wanted to know how the governing board should expect these monitoring reports to be presented to them? A: SC explained that the school wanted to start a broad monitoring exercise and she gave further detail. She stated the intention to share all aspects and outcomes of these monitoring activities with governors, however the school needed a few weeks to get this started. - Q: Governors asked if the staffing levels within the school and the current need to depend on supply staff was having a negative impact on behaviour of pupils? A: SH agreed strongly with this assessment. - Q: Within the Headteacher report, governors identified the reference to letters sent home to families of pupils with less than 90% attendance. They asked if the school was proactively dealing with issues before attendance had dropped to this point? A: SH confirmed that the school was looking at data weekly and teachers were phoning home every day if a pupil was absent. She reassured governors that staff have been reminded that any absence should be considered a safeguarding issue, and this is now a standing item on the staff meeting agenda. - Q: Governors asked the school if they could provide more explicit detail about staff training in future reports, for example the number of staff that have completed training as well as the number that had not. They stated that the governing body needs to know about Continuing Professional Development spending to make budget monitoring effective and to make sure this ties in with the SDP. A: SH explained that she had sent a Training Log out earlier in the day. SH stated that the school had not yet done a cost assessment of training, and she summarised a few courses that were in progress. [HR noted that this paper needed to be circulated to all present and added to the meeting papers]. ACTION. - The IGB discussed the importance of a CPD budget including links to the SDP and recruitment and retention strategy. TS highlighted the importance of Team Teach training and governors acknowledged that if this was an immediate need it should be considered a priority. - Governors expressed the importance of school leaders following the financial manual regarding spending and highlighted the critical need to follow a strict process. - Whilst respectfully noting the challenging staffing situation currently faced by the school, governors raised the importance of establishing clear performance data, and the school representatives present acknowledged this requirement. - Q: Governors asked, with reference to the Read Write Inc curriculum package, whether staff were able to capitalise fully on this curriculum tool? A: SH explained that Read Write Inc was successfully embedded within the school's secondary unit, however the primary pupils required one to one support with this package. She provided extensive details about each class and their ability to access the learning and suggested that the school would have data forthcoming from this part of curriculum. - Q: Governors asked if the school thought behaviour issues were worsened because pupils were not accessing the teaching required? They suggested that curriculum implementation was key. 	HR
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	<p>A: SH agreed with this statement. She referenced again the importance of Team Teach training and stated that a consultant had been arranged to carry out two after school sessions with new staff.</p>	
8.	<p>Update from the Chair:</p> <ul style="list-style-type: none"> - KM stated that there were no formal Oxfordshire governance issues to update the governing board on. 	
9.	<p>School Improvement: (see attached paper)</p> <p>Verbal update on progress of Self-Evaluation Form (SEF) development:</p> <ul style="list-style-type: none"> - The governing board noted that there was no SEF for consideration yet. - SC took the view that once monitoring had started the school will have the required detail to draft this document. She suggested that the Statement of Action and Ofsted Report were a good starting point. <p>9.1 New School Development Plan:</p> <ul style="list-style-type: none"> - The governing board thanked the school for generating the plan. - Governors made some suggestions for additions, for example, identifying how impact will be measured and assessed, and within the monitoring section state specifically how this could link to a governor's monitoring visit. The meeting attendees agreed this was a valuable opportunity for the school and governors to work together. - Q: Governors asked how the work within the plan would be undertaken whilst staffing challenges continued at the school? They expressed concern that current leaders might be overwhelmed and must therefore prioritise items. They asked if SC would offer support and coaching in this area? <p>A: SC explained that the Propeller Academy Trust is committed to senior leaders taking part in monitoring and development, and the intention is to draw upon expertise within the Trust. She gave an example of how these skills will be utilised.</p> <ul style="list-style-type: none"> - Q: Governors asked if the school had done an assessment of existing members and their potential as middle leaders? If so, could they be involved with this programme of support outlined above? <p>A: SH confirmed that three existing members of staff had been identified.</p> <ul style="list-style-type: none"> - The governors thanked the school for the comprehensive plan and commended the good use of intelligence from the various reports available to them. <p>9.2 Local Authority Statement of Action:</p> <ul style="list-style-type: none"> - The meeting attendees discussed this document in detail. - Q: Governors identified that the plan noted several actions for February. They asked if these had been carried out? <p>A: SC suggested that the Local Authority (LA) was looking to The Propeller Academy Trust to carry out the actions. She reassured governors that the school will go back to the LA for support if needed.</p>	
10.	<p>Governor Updates since last meeting:</p> <p>10.1 Governor Monitoring Reports:</p> <ul style="list-style-type: none"> - ERN summarised her visit report from 2nd February 2022 with a focus on Curriculum. - Q: ERN drew attention to the Ofsted report's comments about the school's expectations and ambitions for some pupils. She asked about the schools work in this area. <p>A: GD explained that the school has started to raise the expectations of staff for their pupils, and she gave an example. SC suggested that this request for understanding was strongly linked to the data and agreed that the school did not currently have evidence available to support this. SH explained why it was currently easier for the school to track the progress of more able children and stated the intention to improve the data provided to governors and represent all pupils.</p> <p>Staffing:</p> <ul style="list-style-type: none"> - TS provided the governors with some analysis undertaken with reference to the school's location and current pay offering for teachers and teaching assistants. She concluded that the school was not currently offering pay rates that were competitive with other schools in the local area. She explained the planned strategy for recruitment including a local direct mail campaign, staff secondment from local schools, discussions with a recruitment agency. 	



	<ul style="list-style-type: none"> - Q: Governors acknowledged the complexities of the school's current situation including the Ofsted judgement and close proximity to other counties with different pay rates. They asked if the school had discussed these challenges with OCC's human resources department? A: TS confirmed that general conversations around staff pay had taken place however, she reminded governors that the National Joint Council local government pay scales were not yet agreed with the relevant unions. She asked governors to consider the possibility of recruitment and retention allowances. - SC drew governors' attention to the budget and current expenditure on supply staff and asked them to be aware that this cost will not reduce in the near future. - Q: With reference to the above statements, governors asked what the school would do next? A: TS informed governors she would like to hear back from the recruitment agency, with particular interest in their thoughts about teaching assistant posts. She agreed that the school would then discuss the matter with OCC, including a focus on retention allowances. She confirmed any decisions on that would come back to the governing board. - GC outlined the immediate issue of staff shortages and the potential class closures required. The meeting attendees discussed this in greater detail. Leaders understood the importance of risk assessments to prioritise the children that needed to be in school. <p>Finance:</p> <p>10.2 Ratification of IGB decision to fund staff beverages:</p> <ul style="list-style-type: none"> - Governors approved this decision. <p>10.3 Ratification of IGB decision to offer Bursar a permanent contract:</p> <ul style="list-style-type: none"> - Governors approved this decision. <p>10.4 Governor Monitoring Reports:</p> <ul style="list-style-type: none"> - MW summarised his visit report from 3rd February 2022 with a focus on Finance. - MW highlighted how areas for consideration had been discussed during this current meeting or had already been addressed, noting how this indicates good alignment between the school and governors. - MW drew attention to the concern raised by FA (Fiona Allnutt, School Business Manager) regarding the refurbishment of the school's hygiene areas and associated governance process for contract approval. He was explicit that for the interim governing board to fulfil its role they needed to look into the details behind the contract that was awarded. - TS agreed that the situation warranted further investigation. She also drew attention to the difficulty when trying to align staffing costs (primarily supply staff costs) and the actual data about who was in school on what day. She stated that staffing costs significantly surpass the school's budget for that area. Governors acknowledged that the management information systems were not able to support this investigation. - The governing board discussed the potential use of an audit team to carry out further scrutiny of these areas. They agreed this would encourage accountability moving forward. <p>Premises (Excluding Health and Safety):</p> <p>Cleaning Contract:</p> <ul style="list-style-type: none"> - TS provided the governors with background information. She stated that temporary cleaning services had been secured and the school was now in the process of releasing the former cleaning company from their contract. <p>Secondary School Site Building:</p> <ul style="list-style-type: none"> - TS provided an update and confirmed that a licence extension request was in process and the school was trying to bring the building works forward. She asked governors to recognise that the building is not secure. Governors acknowledged this. <p>10.5 Ratification of IGB decision on term dates:</p> <ul style="list-style-type: none"> - The governors approved the dates. <p>10.6 Governor Website Audit:</p>	
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	<ul style="list-style-type: none"> - MW explained that this audit had been carried out using the National Governance Association (NGA) check list. He referenced the accompanying report which was colour coded for attention. SH confirmed that nearly all highlighted actions were completed, and ER (ICT Technician Elaine Rae) was progressing the others. 	
11.	<p>Safeguarding:</p> <ul style="list-style-type: none"> - The school updated governors and stated that no bullying or racist incidents had been logged since the last meeting. - The school updated governors about safeguarding issues. - With reference to the safeguarding review, SH noted that SC had provided her auditing report. KM acknowledged the report had been made available to all governors. - Q: Governors asked what areas were still outstanding? A: TS stated that visitor management needed to be addressed and that some elements of the school's Single Central Record (SCR) required attention. - Q: Governors acknowledged the good progress being made with safeguarding improvements and asked when the Safeguarding Team were coming in? A: TS provided the dates. - SC took the opportunity to reassure governors that she had been impressed with the standard of detail being discussed during meetings between SH, GD and the after-school leader. - Q: Governors asked if the school was successfully creating a culture of safeguarding? A: SC informed governors how weekly briefings, with minutes taken and circulated to all staff, provided an opportunity to reiterate how safeguarding is a statutory part of their role. TS provided an example of excellent visitor management and highlighted how better awareness of the C-Poms (school safeguarding system) had increased and improved reporting. 	
12.	<p>Health and Safety (H&S):</p> <p>Any H&S incidents to report to Governors:</p> <ul style="list-style-type: none"> - SH reported no significant incidents involving pupils or staff had been logged. TS explained the intention to roll out SmartLog platform reports to all staff. - TS asked governors to acknowledge the forthcoming H&S inspection and stated there was a lot of work to be done. <p>12.1 Action Plan from last OCC H&S Audit Jan 2020:</p> <ul style="list-style-type: none"> - Governors understood there were incomplete actions from the previous inspection, and this was a key area for improvement. <p>12.2 Governor Monitoring Report:</p> <ul style="list-style-type: none"> - MW presented his visit report from 17th February 2022 with a focus on H&S. He explained further his assessment that the H&S procedures are disjointed. He stated that significant risk assessments were not available digitally at the school. SC stated that paper copies had been located and efforts would be made to get these to school as soon as possible. SH clarified that class risk assessments were available in the school office but agreed that whole school risk assessments were not. <p>12.3 COVID-19 Risk Assessment:</p> <ul style="list-style-type: none"> - This document was provided on GovernorHub shortly before the meeting. - Q: Governors asked if the risk assessment was in place and if it was working? A: SH confirmed the risk assessment was still in place. She explained to governors that no changes had been made to the school's practice and therefore the impact on attendance remained the same. <p>12.4(a) School Swimming Governor Checklist:</p> <ul style="list-style-type: none"> - MW explained that there was an action for the governing body to see and approve this checklist. - The governors approved the document. <p>12.4(b) School Swimming Action Plan 25.2.22:</p> <ul style="list-style-type: none"> - KM asked MW to consider the action plan and monitor the items drawn out for further attention. ACTION. <p>12.5 School Nurse:</p>	MW

	<ul style="list-style-type: none"> - SH provided an update and stated that the local school nursing team are actively recruiting for this role, in the interim the school triages issues and prioritises cases for the school nurse available to the school on a weekly basis. - SC voiced a concern that the school needed to be clear with the nursing team about the impact of being without this key member of staff. SH agreed. 	
13.	GDPR (General Data Protection Regulations): <ul style="list-style-type: none"> - Q: Governors asked if the school had encountered any issues or had any breaches? A: TS explained that she had not had the opportunity to review these files and therefore this remained an action. ACTION. 	TS
14.	Governor Business and Communications: 14.3 Completed Annex B of Academy Order: <ul style="list-style-type: none"> - KM confirmed this document was now complete. - KM explained the need to insert the school's capacity figures, TS confirmed she would share these figures. ACTION. - TS asked governors to recognise that the carry forward figures quoted in this document were likely to change and therefore they should consider the forecast as provisional. 14.4 Delegation Planner: <ul style="list-style-type: none"> - This document was approved by governors. 14.6 Governors Code of Conduct: <ul style="list-style-type: none"> - This was formally agreed by the governors and has also been acknowledged via GovernorHub declarations. 	TS
15.	N/A numbering error on agenda.	
16.	Governor Training Update: <ul style="list-style-type: none"> - ERN reported that she had undertaken Prevent training online since the previous meeting. She stated how it was a good reminder about this vulnerability. This training has been recorded on GovernorHub. 	
17.	Policies for Review/for approval (as per policy schedule): 17.1 Update Policy Tracker: <ul style="list-style-type: none"> - KM explained that this schedule had been received earlier in the day. - SH confirmed that she had spoken to JPB (Julie Parkes Bowen, school administrator) to confirm that all statutory policies are in place and JPB reported that she is confident a robust system is in place to flag renewals to her when needed. 17.2 Updated Model Safeguarding Policy: 17.3 Children Missing in Education Policy: 17.4 Health & Safety Wellbeing Policy: <ul style="list-style-type: none"> - The policies were considered by the governors. - Governors commented that all policies should be checked for any reference to 'Finance Committee' because this did not apply whilst the IGB was in place. ACTION. - SC identified that the Safeguarding Policy needed to have the names of key personnel amended and updated and asked SH to ensure JPB actioned this. ACTION. - The three policies listed above were approved. 	SH SH
18.	Community Communication: <ul style="list-style-type: none"> - KM asked the meeting attendees to contribute ideas to include in a school community update for circulation. Governors and school leaders provided suggestions. 	
19.	Non-Standing items for the next IGB meeting: <ul style="list-style-type: none"> - KM noted the items listed in the agenda as follows: <ul style="list-style-type: none"> o Update on governor document compliance o Update on governor webpage o Staff Hours audit o Review of funding strategies (Pupil Premium, SEN (Special Educational Needs), Sports Premium) – impact to date and proposed adjustments 	
20.	Meeting Impact: <ul style="list-style-type: none"> - The meeting attendees discussed the effectiveness of the meeting and the impact. - They considered what had worked well and less well. <p>The meeting concluded at 6.34pm.</p>	
	Dates of next meetings:	



	<ul style="list-style-type: none"> - 22nd March 2022 – 4.30pm - 5th April 2022 (budget setting only) 4.30pm - 24th May 2022 - 21st June 2022 - 18th July 2022 	
	<p>Attached papers:</p> <ul style="list-style-type: none"> - 4.1 Declaration of Interests FINAL - 7.1 FINAL Bishopswood Acting HT Report Feb 2022 - 7.2 Bishopswood School Profile 07.02.2022 - 7.3 Behaviour log whole school to spring 2022 revised - 9.1 FINAL SDP Bishopswood Feb – July 2022 - 9.2 Bishopswood School Statement of Action February 2022 DRAFT - 10.1 BWCurriculum 02022022ERN - 10.2 Bishopswood – Tea and Coffee - 10.3 RE The Bursar - 10.4 Governor Visit Report 3-2-22 Finance Draft - 10.5 Term dates 2022.23 - 10.6 Maintained-School-websites-checklist Bishopswood February 2022 - 11.1 Audit Response Bishopswood - 11.2 Safeguarding assurance – update 15222 - 11.2 Bishops Wood School ESAT Review 09.06.2021 - 12.1 OCC H&S Visit January 2020 Action Plan - 12.2 Governor Monitoring Report – H&S Workplace Checklist - 12.3 COVID19 Risk Assessment and Action Plan (updated Jan 2022) - 12.4(a) School Swimming Governor Checklist 21.22 - 12.4(b) School Swimming Action Plan 25.2.22 - 12.5 RE Complaint regarding no school nurse on sight at Bishopswood School - 14.1 CoG Letter_Oxfordshire_Bishopswood School_AO_Feb22 - 14.2 dAO_NWLSC_Bishopswood School_Oxfordshire - 14.3 Annex B - 14.4 Delegation Planner – February 2022 - 14.5 Standing Orders February 2022 - 14.6 Code of Conduct – February 2022 - 16.1 Governor Training Tracker - 17.1 Revision of policies 28.2.22 - 17.2 Safeguarding Policy 2021 approved 16.1.22 - 17.3 Children Missing Education Policy (Jul21) - 17.4 health and safety well being policy part 3 March 2021 - 18.1 2022.02.16 IGB Community Communication – BWS FINAL - 18.2 2022.02.03 Community Engagement Event – BW Presentation FINAL - Xx 7.0 Training needs assessment new 2021.2022 (document uploaded to GHub after the meeting) 	

