



AGENDA THE KEYSTONE ACADEMY LOCAL SUPPORT BOARD	
Date	9 th March 2023 at 4.00pm
Venue	The Keystone Academy, Mount Pleasant Road, Shrewsbury SY1 3LP Microsoft Teams

PRESENT	Belinda Logan (Chair) Ali Bellaby - Headteacher Steve Gray Tricia Slater Boyd Robinson Hilary McGlynn Mike Dyer Georgia Smith Helen Phillips – Director of Education Chris Heptinstall – Director of Business Dan Blundred - Deputy Headteacher Jenine Rutter - Clerk
AGENDA ITEM 1	WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE
	The Chair welcomed all Governors to the meeting and formally welcomed Hilary, Mike and Georgia to the Board. All members introduced themselves.

AGENDA ITEM 2	DECLARATIONS AND CONFLICTS OF INTEREST
	The Chair outlined the requirements of the annual Declaration of Interest process and reminded Governors of the need to declare any relevant interest they may have. All Governors were also given the opportunity to declare an interest in any item on the agenda for the meeting.

AGENDA ITEM 3	ITEMS FOR ANY OTHER BUSINESS
	BR requested an opportunity to discuss safeguarding within the school. After reading the KCSIE document, it was felt that Governors needed assurance from the school that it was being followed.

AGENDA ITEM 4	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING
	Minutes of the previous meeting were checked for accuracy and they were confirmed as a true and accurate record. Matters arising: <ol style="list-style-type: none"> Item 2 - JR confirmed that declarations of interest forms had been sent out and returned from all but the newest Governor. Any interests declared will be added to the school website and updated regularly as necessary.

	<ol style="list-style-type: none"> 2. Item 5 – JR confirmed that school email addresses and GVO accounts have been set up for all but the newest Governors. 3. Item 6 – JR confirmed that Educare and NGA accounts had been set up for all but the newest Governor. Governors have also been informed of what training needs to be undertaken on Educare as part of their role. 4. Item 11 – JR confirmed that all current policies have been added to GVO and so a schedule of approvals could be generated from the site. 5. Item 12 – JR confirmed that a link to DBS applications had been sent to all but the newest Governor. BL also confirmed that an induction pack had been developed and had been shared with our new Governors and would be used for Governor inductions going forwards.
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AGENDA ITEM 5	TRUST AND LOCAL SUPPORT BOARD DEVELOPMENTS
	<p>BL provided an update on Trust developments.</p> <p>The Trust has been approached by three different LAs regarding collaborating to set up new alternative provisions. The Trust has entered bids and the results are due to be announced in the Autumn. One of these LAs is Shropshire, and the Trust are keen to be developing work within Shropshire.</p> <p>The Trust members have also been looking at how training operates especially in terms of Governors, and whether face to face training could be offered alongside online sessions. Although Educare is very comprehensive, it is not tailored specifically for Governors, particularly Governor's role in safeguarding.</p> <p>HP stated that the Trust is keen to organise collaborative working for Governors across the Trust, in the same way as for other roles, and that feedback from Governors with regards to this would be very welcome.</p> <p>The Trust is currently putting together an application for the NGA awards.</p> <p>Work is currently being carried out to support LSBs across the Trust with streamlining documentation for meetings, such as standardised agendas. This is in development so will be introduced at a later date.</p> <p>Trustees are also looking into how to help governors evaluate the quality of education by providing guidance linked to the strategic aims of the Trust. Further information will be sent out for consultation by the end of the academic year.</p>

AGENDA ITEM 12	FINANCE
	<p>Agenda item 12 was brought forward.</p> <p>CH presented the management report from period 6 from the school's finance system. The report shows income and expenditure for Keystone from the start of the academic/financial year.</p> <p>CH explained that there is an increase in income from the original budget due to the lease payment being paid through school to the LA, rather than direct from the DFE. This will also mean an increase in expenditure.</p> <p>Pupil numbers have also increased quicker than originally planned. Due to this increase in income, some staffing appointments have been brought forwards, such as the Assistant Headteacher and a Pastoral Support Assistant. Additional funding</p>

	<p>has been agreed for some pupils for their specific needs, however this will also mean additional expenditure.</p> <p>The end of year balance is likely to be approximately £28,000. However this is taking into account the expenditure of £28, 000 on purchasing the school minibus and the increase in other education consultancy costs due to pupil needs.</p> <p>There is due to be an increase in support staff salaries from April that will impact on the budget. A 2.5% increase has been budgeted for, but the increase is more likely to be 6%. Trustees will have to agree the pay award, but if approved, this will have an impact on the budget from April.</p> <p>Overall, the Director of Business is happy with this year's budget, considering how many unknown factors there are and have been so far.</p> <p>BR asked what contingencies there were within the budget to allow for pupil numbers rising unexpectedly, or if the budget was to go into deficit. The £28,000 year end balance seems quite tight.</p> <p>CH explained that the projection for income is on the prudent side but pupil numbers have been averaged out over each term. The budget is monitored and amended regularly as necessary.</p> <p>The Trust aims to keep a surplus of 2-3 months of expenditure for each school budget. However, because of being a new school, it is difficult to do this for Keystone at present. When the school is more established, this will be something that we incorporate.</p> <p>The Trust operates from one bank account. If one school looked like a deficit balance was a possibility, the Trust would support that school.</p> <p>TS asked whether the extra staff identified in the Headteacher report are reflected in the budget report. CH explained that the brought forward appointments are included within the budget balances and the additional staff to be appointed to work with specific children are also included</p> <p>BR asked for a meeting with CH to discuss finances in more detail. BR / CH / JR to organise this. Action – meeting to be organised for BR / CH.</p> <p>CH left the meeting at 4.37pm.</p>
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AGENDA ITEM 6	LINK GOVERNOR ROLES
	<p>Link Governor roles were discussed briefly at the previous meeting but now more Governors have joined the LSB, roles can be distributed. The role would involve coming into school with a focus on a specific area, then feeding back to the LSB. A discussion took place regarding skills and knowledge in relevant areas and the following roles were suggested:</p> <ul style="list-style-type: none"> • Mike Dyer – Careers / Post-16 / KS4 qualifications • Boyd Robinson - Finance and buildings • Georgia Smith – Looked after children <p>Hilary was not sure where her skills would be best placed and requested a discussion with BL / AB – to be arranged.</p> <p>These roles were proposed by the Chair and seconded by Steve Gray.</p>

	<p>DB stated that a link governor for curriculum and assessment would be a beneficial role for school. However, BL suggested a small group could take on this role rather than an individual Governor.</p> <p>HP explained that the Trust wanted to encourage Governors to come into school to carry out learning walks with senior leaders from the school and Trust, to help them know what to look for, what jargon means and what good teaching and learning should look like.</p> <p>A proforma has been developed for governor visits and this will be sent out to all Governors for use during link governor visits Action - JR to send out proforma for link governor visits.</p> <p>AB reiterated that Governors are welcome into school for informal visits at any time.</p>
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AGENDA ITEM 7	LOCAL AUTHORITY UPDATES
	<p>The Headteacher gave a verbal update regarding LA developments.</p> <p>A SEND re-inspection was carried out in January by CQC and Ofsted. This was following an inspection that took place two years ago that found some areas of significant concern, including challenges around assessment and provision for children on the neurodevelopmental pathway as well as those with speech, language and communication needs. Following the SEND re-inspection, these are still key areas of significant concern. The work being undertaken at Keystone is part of a much bigger picture within the LA.</p> <p>Colleagues within the LA are pleased with how Keystone is working with pupils and how we are progressing. Our pupil numbers are proving clearly that there is a need for this specialist SEMH provision within Shropshire.</p> <p>Work is currently being undertaken as part of the inclusion framework to investigate how mainstream schools can better meet the needs of pupils to enable them to remain in mainstream settings. There is a plan for Keystone to offer outreach support in the future to support other schools.</p> <p>A discussion took place regarding specialist provision within Shropshire and the fact that there is much expertise within the three schools to be able to offer outreach.</p> <p>HM added that TMBSS currently offer some outreach but nothing else is current offered.</p> <p>AB explained that Keystone has been invited to collaborate with colleagues across Shropshire to deliver training to schools using materials from the Autism Education Trust. The details of this are still to be determined. In addition, AB sits on the Autism in Schools Project working group, which is working across several schools in Shropshire and Telford.</p> <p>BL stated that the Trust wanted to help children of Shropshire as much as possible whilst keeping a focus on the provision that Keystone offers.</p> <p>GS asked whether, in light of the SEND review findings that EHCPs are an area of concern, have Keystone felt that the quality of EHCPs has been poor? AB replied although this was difficult to answer, some of the reports received were quite out of date, and the lengths were very varied, some were 20 pages and some 90 pages. As part of the consultation process, we arrange a visit to a pupil's previous school to observe them. It has been found that on some occasions, the child's EHCP report and pupil observation are inaccurate.</p>

	A discussion took place regarding parent views of the EHCP process and how important the parent voice is.
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AGENDA ITEM 8	PUPIL NUMBERS AND PROJECTED GROWTH
	<p>A summary was provided by the Headteacher. Most information regarding pupil numbers had been discussed previously as part of the finance report. We are confident that we will reach 50 pupils by the summer term.</p> <p>Most places for September have also been allocated.</p> <p>As the building work has been delayed, the plan is to remain in the current site for the Autumn Term. Due to this there will be a cap on numbers for the autumn term of 70 pupils. An extra classroom will need to be opened up to accommodate the extra pupils.</p> <p>The plan will then be to move into the new build over the Christmas period, to start in January 2024</p>

AGENDA ITEM 9	BUILDING UPDATE
	<p>A summary was provided by the Headteacher including the delay to the building work starting, meaning a proposed completion/handover date of 3rd November 2023.</p> <p>BL asked about the pond that can be seen on the site photographs. AB confirmed that the natural pond will be kept and used as part of the outdoor learning provision.</p> <p>TS asked whether resources for the new build had been accounted for within the budget. AB confirmed that the DFE are funding the new build, which includes fixtures, fittings and equipment (FF&E) and we have been able to draw down on some of this budget for items needed in the temporary site.</p>

AGENDA ITEM 10	HEADTEACHER'S REPORT
	<p>The Headteacher provided an overview of the report, highlighting key points.</p> <p>Positive points from the first six months are attendance, behaviour, the reduction in physical interventions and reading.</p> <p>Our current attendance figure is 83.9% which is slightly above the national average for SEND. There are 5 pupils on roll who are not yet ready for full time school. If these pupils are removed from the attendance figures, our percentage would be 90%. We are working with persistently absent pupils and their families. This is informing our recruitment needs, as we have brought forward the appointment of a Pastoral Support Assistant to work with pupils and families.</p> <p>Behaviour is now being recorded using Arbor. As this is a recent introduction, a comparison will be available at the next LSB meeting. There is a small group of children who are disengaging from learning at certain times. Work is ongoing to unpick this and work out the next way of encouraging students back into learning.</p>

	<p>Instances of physical intervention have reduced throughout the year. Physical intervention is used as a last resort and reporting shows that only a small number of children have been held. In addition, those who were held during the first term, have not been held again during the most recent term, suggesting that our approach to ensuring learning takes place so as to prevent continuation of risky behaviours, is having a positive impact.</p> <p>In reading, data is showing that many children are making expected progress or more. The reasons that some pupils are not making enough progress are being investigated.</p> <p>Our assessment data is showing that some learners are not reaching their potential currently. SLT are looking at why this is and whether behaviour or confidence is a factor, and what can be done to support those pupils.</p> <p>TS asked how the recruitment plan is progressing, and whether we have been affected by the national recruitment problems. AB confirmed that the first AHT had been appointed and was due to start in June. We had received lots of interest for the role and have the second AHT role out to advert currently. Interest in pastoral roles is also good. Recruitment to begin for teaching roles at Easter. AB acknowledged that she is anticipating some challenges with the recruitment for certain teaching roles but won't be sure until we begin that phase of the plan. HP stated that the Trust is currently undertaking work on recruitment. Focus is on value led recruitment.</p> <p>BR asked whether there is a contingency for not being able to appoint sufficient staff for the growing pupil numbers. AB confirmed that funding had been guaranteed by DFE for 90 pupils for next year so as pupils will be at 70 for autumn term, this gives some capacity with staffing. There will also be two AHTs in place who will have a small teaching capacity so would be able to take on more teaching responsibility if necessary. AB confirmed that recruitment is prioritising teachers, including AHTs and pastoral staff. BR asked whether the Headteacher feels confident in growing the team or finds it stressful? AB confirms that she is feeling very confident and optimistic, whilst also recognising that there is a national problem with recruiting. There will be a huge impact on training, settling staff into the existing team and getting to know the children, school and trust.</p> <p>BR commented on the work being undertaken by the Year 9 pupil in transforming the library space within school, and what a wonderful opportunity that was for the pupil. BR thanked the Headteacher for the excellent, comprehensive report, and AB thanked colleagues for their assistance in creating the report, including DB.</p>
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AGENDA ITEM 11	SCHOOL PERFORMANCE
	<p>HP provided an overview of monitoring and evaluation of schools, and the role of the Trust in the monitoring process. HP line manages all Headteachers within the Trust and is responsible for everything going on in schools. KPI documents are completed by each school and the results of these are then fed back to the Trust Education Standards Committee by HP. Headteachers meet with HP every Friday on Teams to go through urgent matters or trust developments. There is no direct comparison between trust schools as they are each very different. There are common approaches across the trust, and there is now a blueprint for other schools joining the trust. HP spends time in schools as often as possible, sometimes covering for absence in leadership. HP accompanies SLT on learning walks, lesson and book scrutinies etc. HP promotes collaboration across Trust which brings greater expertise and support mechanisms.</p>

	<p>Lesson observations are all logged onto an online system called 'Perspective'. HP accesses this data and Arbor to look at behaviour and attendance data.</p> <p>BL explained that the Trust is looking into external validation. A discussion then took place regarding bringing in external consultants to work with Keystone, including commissioning a school improvement partner to look at the SEF.</p> <p>HP recently commissioned Skyes to undertake a safeguarding audit for the three Cheshire schools to ensure statutory compliance and best practice. Results will be reported to the Education Standards Committee. HP is looking at commissioning this for Keystone. The report can then be signposted to Ofsted when an inspection takes place.</p> <p>HP confirmed that Governors can contact her at any time for further information or support, or are welcome to meet with HP at Keystone anytime.</p> <p>AB also confirmed that as a new school, the DFE will scrutinise progress each term – spring term visit due imminently as part of external scrutiny.</p>
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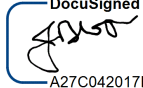
AGENDA ITEM 13	SCHOOL DEVELOPMENT PLAN AND SCHOOL EVALUATION
<p>Discussion (AB)</p>	<p>The Headteacher shared a summary document of the school development plan, detailing the current priority areas: <u>Current</u> – all areas detailed in full SDP <u>Crucial</u></p> <ul style="list-style-type: none"> • Development of long term schemes of learning (EYFS – KS4) • Development of KS4 curriculum, including careers • Expansion planning and recruitment <p><u>Vital</u> – Quality of teaching and learning, embedding consistent practice throughout the school</p> <p>AB presented a snapshot of the SEF:</p> <p>Quality of Education – Requires Improvement. The evidence for this is due to the practice across the school not yet being consistently good and the impact this is having on progress and attainment for some learners. It was acknowledged that the main priority during the first term of opening the school was to ensure successful transitions into the school for all pupils and staff. This required a focus on establishing positive relationships. To this end, we have achieved a very successful start to the school, with pupils being happy overall. Pockets of good and excellent practice around teaching and learning have been observed across the school but it is now necessary to prioritise developing consistency.</p> <p>Behaviour & Attitudes – Good. We have introduced good systems for monitoring and tracking behaviour and attitudes to learning and use the data to inform our practice. Staff have received quality CPD to support their understanding of children, with a focus on identifying and tackling any barriers, so as to ensure positive outcomes for all learners.</p> <p>Personal Development – Good / RI. We have excellent pastoral support systems throughout the school, where the pupils and their families are supported individually and holistically. Staff throughout the school play their part in the wider development of pupils, including their targeted time during social times. The PSHE curriculum is developing well, taking into consideration the cohort needs. However, more work is needed to embed the careers strategy into the curriculum. We intend to assess ourselves against the Gatsby Benchmarks during the Summer term.</p>

	<p>Leadership & Management – Good. The vision of the school is well communicated within and beyond the school, embedding the culture amongst the staff. Staff are both supported and held to account regarding expectations, ensuring pupils' learning remains at the heart of everything we do.</p> <p>Overall - Good</p>
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AGENDA ITEM 14	POLICIES
	<p>No policies were put forward for approval.</p> <p>The policy schedule is available on GVO and will be updated when necessary. Any reviewed policies will be brought to the next meeting.</p>

AGENDA ITEM 15	ANY OTHER BUSINESS
	<p>Safeguarding BR stated that after reading the KCSIE 2022 document, he felt it was important for Governors to be confident that procedures are being followed in schools.</p> <p>BL confirmed that safeguarding will be a standard item on each term's LSB agenda.</p> <p>HP confirmed the role of the Trust in terms of safeguarding is to oversee and meet regularly with DSLs. There is a link trustee for safeguarding, and a trust-wide approach, and felt it was understandable for Governors to feel concerned regarding safeguarding as it is a big responsibility.</p> <p>TS offered to undertake safeguarding link governor role. This was proposed by BL and SG seconded.</p>
	<p>SG and DB left the meeting at 6.15pm due the confidential item to be discussed.</p>

AGENDA ITEM 16	DATE AND TIME OF NEXT MEETING
	<p>Friday 2nd June 2023 – TBC due to being the last day of half term</p>

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09-Jul-2023