



<b>PART 1 MINUTES OF THE KEYSTONE ACADEMY Local Governing Board</b>	
<b>Date</b>	<b>31<sup>st</sup> May 2023</b>
<b>Venue</b>	<b>The Keystone Academy, Mount Pleasant Road, Shrewsbury SY1 3LP</b>

For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • **accuracy** • **action points** • **challenge**

<b>Expected Attendees</b>		
	Belinda Logan (BL)	Chair
	Ali Bellaby (AB)	Headteacher
	Dan Blundred (DB)	Deputy Headteacher
	Steve Gray (SG)	Staff Governor
	Tricia Slater (TS)	Parent Governor
	Boyd Robinson (BR)	Parent Governor
	Hilary McGlynn (HM)	Co-opted Governor
	Mike Dyer (MD)	Co-opted Governor
	Georgia Smith (GS)	Co-opted Governor
	Helen Phillips (HP)	Director of Education
	Chris Heptinstall (CH)	Director of Business
<b>In Attendance</b>	Michele Eaton (ME)	Governance Clerk

Governance Handbook 2020: The board of trustees manages the business of the academy trust and should focus strongly on the three core functions of governance:

1. *ensuring clarity of vision, ethos and strategic direction*
2. *holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff*
3. *overseeing the financial performance of the organisation and making sure its money is well spent.*

**DOCUMENTS CIRCULATED/TABLED FOR MEETING:**

- 1 Headteacher Report plus 3 appendices
- 2 SDP 22-23 review
- 3 SDP 23-24
- 4 SEF 22-23
- 5 Finance Report

<b>AGENDA ITEM 1</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>
	Apologies were received from GS, CH and HP

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF INTEREST</b>
<b>Discussion:</b>	There were no new declarations of interest.



<b>AGENDA ITEM 3</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	The holiday schedule. Safeguarding overview and training.

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING [9<sup>th</sup> March 2023] and REVIEW OF THE ACTION LOG</b>
<b>Discussion</b>	The minutes were accurate, and no points were raised. They were accepted and approved.

<b>ACTION LOG</b>		
<b>Agenda Items from 09.03.2023</b>	<b>Action Needed</b>	<b>By Whom</b>
<b>Item 4</b>	GVO accounts to be set up for the newest governors. <b>Completed</b>	JR
<b>Item 4</b>	A schedule of approvals of policies to be generated from the GVO site. <b>These were agreed in December, but some may need reviewing in the new academic year.</b>	?
<b>Item 4</b>	The new governor will need to submit their declaration of interest form. <b>Completed</b>	?
<b>Item 4</b>	A link to the DBS application needs to be sent to the new governor. <b>Completed</b>	?
<b>Item 5</b>	<p>To provide guidance for governors to help them evaluate the quality of education linked to the strategic aims of the trust.</p> <p><b>The trust is working on a set of guidelines. These are not ready yet but hopefully they will be ready by the Autumn term.</b></p> <p><b>An external audit may possibly be completed in the Autumn term. There will also be an internal school audit.</b></p> <p><b>BR asked who completed the internal audit.</b></p> <p><b>This is done by the deputy pastoral team and the head. TS will also be asked to support the process. The Local Authority guidelines section 11 breaks down the criteria.</b></p> <p><b>AB has used these guidelines to rag rate against initially.</b></p> <p><b>BR asked if it would be an independent internal review.</b></p> <p><b>AB stated that it would be independent and that a trustee will also take the lead role.</b></p>	
<b>Item 12</b>	<p>BR to meet with CH to discuss the finances in more detail.</p> <p><b>There was a meeting recently which was very helpful.</b></p>	BR/CH/JR
<b>Item 6</b>	<p>JR to send out proforma for link governor visits.</p> <p><b>Governors are asked to write a short summary of what they have seen on the visit. This has been shared with governors.</b></p>	JR



Item 15	To ensure safeguarding is a standard item on the LSB agenda.  This is going to be on the agenda going forward.	Clerk
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AGENDA ITEM 5	HEAD TEACHERS REPORT	
Discussion:	<p>AB referred to the School Development Plan (SDP) and the Self Evaluation Form (SEF) which had been shared with the governors before the meeting. The key points were as follows.</p> <p><b><u>Pupils</u></b> From opening in September 2022, the school has made a good start. There were 28 pupils on opening and now there are 46 on roll. The goal is to reach 50 pupils. There has been some new staff appointed and there has been a lot of change for the pupils. From September 2023 there will be 15 pupils joining the school. The school have had 200 consultations for school places this year so far. There are only 50 places available. The aim is for the school to welcome 70 pupils altogether in the autumn term. The role of the staff is to keep the school stable, and the pupils settled.</p> <p><b><u>Governance</u></b> The current focus for the SDP is safeguarding. AB welcomed input from TS on where the school is currently at. The systems are established but not yet embedded. MD will focus on careers as the school enters into the KS4 curriculum. He will also contact the local careers hub and would like support from them. The Gatsby benchmark will need to be the starting point. There have been two governor visits. GS who has worked with the virtual school. HM came in for a discussion about how she can work with the school.</p> <p><b><u>Staffing</u></b> The school continues with the recruitment drive and all, but one teacher has now been recruited. Due to a shortage within ICT this remains difficult to recruit to. The pupils would like to study Computing at GCSE. BR complimented the school on the great progress with the recruitment process. AB stated that the teacher staff absence for the previous two terms was at zero. In spring there were two support staff absent.</p> <p><i>TS asked if the changes within school had been more difficult for the support staff than the teachers.</i> AB stated that there was some flexibility with the support staff hours, but it was too early to comment at the moment.</p> <p>DB stated that the school has appointed two members of staff to the PE department. They are both able to offer a mixture of PE and Science. They are also able to offer a range of sports. The school have also appointed a DT teacher who has excellent experience.</p> <p><b><u>SAT's</u></b> SG reported on the following. Nine year six pupils took the SAT's.</p> <ul style="list-style-type: none"> <li>• 4 pupils took grammar and spelling.</li> <li>• 4 pupils took reading and maths.</li> </ul>	

The pupils did their best and on the whole, they were very calm. They were able to work either on a one to one or in the breakout room. Clare Jones was happy with the procedures. AB stated that the writing moderation will be completed with Axis academy on the 20<sup>th</sup> of June.

MD stated that there are some capable writers within school. However, due to only starting in September 2022 there is currently not enough evidence to support this.

### **Reading**

SG reported on the reading at the school. The school had look at phonetical schemes of work and Lauren Rhodes (LR) researched a range of reading schemes. The school looked at what would be the best information for the older pupils.

The school chose Fresh Start which is a Read Write Inc scheme. LR completed a Fresh Start course in November 2022. LR then assessed the pupils on their decoding skills, knowledge of sounds, fluency of words. The intervention needs to be carried out daily in short sharp bursts if it is to be effective.

The school delivered whole staff training to show the importance of reading across all subjects. The pupils then worked with a TA who delivered the interventions for 20 to 25 minutes daily.

AB stated that the school are now at the point where the impact of the scheme can be measured.

DB stated that the impact reporting shows what needs to be adapted to make it even more impactful. He also commended the two members of staff who have been supporting running the scheme.

AB stated that the school is creating a library of books for the pupils to take home and read, and they wanted this to be celebrated with everyone.

SG stated that it is part of the timetable. There are some pupils who have now come off the scheme and are ready to move on.

### **Behaviour**

The school have looked at what is currently going on and thought about what the most meaningful support for the pupils will be to help them to make the right choices.

<b>AGENDA ITEM 6</b>	<b>LINK GOVERNOR – REPORTS</b>
<b>Discussion:</b>	To receive an update on any Link Governor visits/reports There are not currently any reports, but these will be provided at the next meeting.

<b>AGENDA ITEM 7</b>	<b>QUALITY OF EDUCATION</b>
<b>Discussion:</b>	<p>AB stated that the school are using the same tools as the trust uses and from September 2023 these will be on the perspective system. The SDP for the academic year has been rag rated.</p> <p>Some key areas are amber, but the school are making good progress in the majority of areas. The school have good systems and processes in place. The safeguarding is established and is compliant.</p> <p>In linking back to the SEF there are four areas to be graded against.</p> <ul style="list-style-type: none"> <li>Quality of Education</li> </ul> <p>This requires improvement as the curriculum continues to develop. The school need to incorporate enquiry-based learning whilst meeting the needs of the pupils. The school</p>

are working with the trust to make sure that instructional core is the focus of everything. There is not currently enough evidence to go above requires improvement.

### **Behaviour and attitude.**

This is categorised as good. There are evidence-based procedures which are working. The school continue to unpick the reasons behind the behaviour. Suspension is always the last resort. Re-integration is also an important process. Staff are able to restore the relationships with the pupils which has been very important. The pupils come back in as soon as possible to repair what has gone wrong and this helps the pupils to move forward.

*MD asked if the pupils were aware that other pupils had been suspended.*

AB stated that pupils have seen some events which have frightened them, and they are happy to know that there has been a resolution and that they can get support if they need it.

*MD asked if the pupils themselves were aware that their own behaviour was becoming a problem.*

AB stated that yes they do and are supported to understand how to improve. When they are suspended, the staff aim for all pupils to walk out of school with a smile on their face so they know everything will be ok.

HM stated that it is about understanding the triggers and what it is leading up to. The import part of the process is the restorative practice.

DB stated that his past experiences have shown that punitive approaches are not successful. At Keystone the staff record the behaviour, what the trigger was if identified, what behaviour they displayed and what the follow up was. The pupil is trying to communicate something and if the staff can understand what it is they can then support the pupil to move forward.

AB stated that the whole staff have embraced working in the school. Moving forward the challenge will be to maintain the approach that is working for the pupils at Keystone.

### **Personal Development**

AB stated that this was rated as good. School will have a Mental Health Lead in place from September. The trust is to become a trauma informed trust. The school support the mental health and well-being of both the pupils and staff.

### **Leadership and Management**

This area is rated as good. The schoolwork at making sure all staff are accountable for what they do each day. The pupils deserve to be taught by the best teachers. The school hold colleagues to account in all areas. Safeguarding is the top priority. If there is a concern within school, it will be dealt with immediately.

### **SDP for 2023-2024**

The school are developing a culture of high-quality education but there is still a lot of work to do. The school are leading the staff team with passion and the focus is to grow leadership within the school.



	<p><i>BR stated that there was a lot to read within the SDP. He asked if it was possible to have a summary of what the school would like the governors to do.</i></p> <p>AB stated that the SEF was an evaluation of what the school were working on in relation to the Ofsted criteria. It also needs to connect with the strategic vision of the trust. The SDP should be the reflections of what need to improve within the SEF.</p> <p><i>BR asked how can the governors add value? What should the governors be worried about or focus on? He also asked what the path to green would look like?</i></p> <p>TS stated that monitoring for the link governors should be added to the document.</p> <p>AB will make the adjustments for this.</p> <p><i>BR asked if the SEF goes back into the trust centrally. He also asked if the SEF is validated.</i></p> <p>AB stated that it is not validated at the moment, but the plan is for it to be quality assured to ensure the school are working on the right lines.</p>
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AGENDA ITEM 8	ATTENDANCE
<b>Discussion:</b>	<p>DB stated that there had been a positive start with attendance. For the last term and a half there were five students who for a variety of reasons had found it difficult to attend school. The school are currently looking at alternative placements for these pupils.</p> <p>The SENCo had shared some information.</p> <p>There are two pupils who are on reduced timetables. There are plans to build up their hours. One pupil has increased to four days with two of the days being full attendance. For the remaining pupils attendance is up to 90%. Their current attendance is significantly higher than before they joined the school.</p> <p>The school are looking at establishing more robust procedures around attendance. The school are looking to build up the capacity within the staff team to support this.</p> <p>Up to 90% without those students. Attend in send schools this is positive.</p>

AGENDA ITEM 9	SEND
<b>Discussion:</b>	<p>Review of SEND pupils.</p> <p>This was covered in item 5.</p>

AGENDA ITEM 11	CURRICULUM PLANS FOR 23/24
	<p>DB stated that there is an ongoing piece of work. Staff are now planning a half term ahead. The school have built in a day to develop the curriculum for each member of staff.</p> <p>In September 2023 there will be two year ten classes. They have selected their options. Other than ICT the school are confident they can fulfil all the options the pupils have chosen. All pupils are taking maths English Science and Functional Skills.</p> <p>AQA have a new qualification in modular science. The school may potentially offer dual sciences.</p> <p><i>BL as the pupils move through the school if they are good at certain subjects how can this be supported.</i></p> <p>AB stated that they would look at what was on offer at colleges so that if school could not offer the subjects, they could attend college. Any targeted support for pupils would need to be</p>



discussed to decide how this would work. There will be a banding structure which will help support how this can be funded.

DB stated that for the first part of year 10 the pupils will have access to all sciences then the pupils can decide which two sciences they would like to choose.  
DB stated that PSHE and RE continue to be timetabled. The school are also going to offer engineering, food tech, art, design, horticulture, PE, and computing. The pupils choose three from the group. From next year there may be the addition of humanities and RE.

*BL asked if the school were under pressure to offer EBAC.*

DB stated that the school were doing what was best for the pupils and at this time it was not EBAC.

DB stated that only one pupil had chosen PE so the school would look at how to facilitate him to do this.

*TS asked about the arts, music, drama, and dance.*

DB stated that KS3 had an hour of drama a week. There is a hope that the passion from the staff will cross over to allow the school to build it into the KS4 curriculum.

AB stated that there are also music and drama clubs going on to provide enrichment.

DB stated that the school are looking at continuing to visit the local climbing centre and the local gym.

AGENDA ITEM 12	FINANCE UPDATES
<b>Discussion:</b>	<p>As CH had offered his apologies and JR shared the finance report. The report was circulated to the governors before the meeting. CH, AB, and JR met to go through the budget. Looking like there will be a healthy budget at the end of the year of £64k. This is better than what was set before the school opened. There is a surplus deficit of £76k but there are still four months left.</p> <p><i>BR asked if the figure of £64k was a positive figure. BR asked if for the stand-alone year, the £47k was the actual in year surplus.</i> JR stated that it was. JR stated that the new building costs are currently estimated and will be revised throughout the year. There will also be money used to improve the playground at the new school site.</p> <p>JR stated that the budget will have the final approval from the trustees, but the school would like the governors to support the budget.</p> <p>JR stated that there will be a cumulative surplus of £97k at the end of the next financial year. This is estimated so will change throughout the year.</p> <p><i>TS asked what the staffing and projections for salaries looked like. The current teacher salary is for lower numbers of pupils. If the pupil numbers increase will the teacher salary stay the same or increase.</i></p> <p>JR stated that this would be investigated further. AB stated that the number of pupils would dictate who could be recruited. TS stated that there would be an expectation that expenditure would increase in 2025-2026.</p>



	<p>AB stated that the school want the IT provision to be at the forefront of what is going on within the school.</p> <p>JR stated that the school will look at funding from the DFE in relation to this.</p> <p><i>BR asked that in relation to the surplus would the school be looking at re-investing the money in the school.</i></p> <p>AB stated that the school were looking at how best to re-invest some of the surplus.</p>
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<b>AGENDA ITEM 13</b>	<b>POLICY REVIEW/APPROVAL</b>
<b>Discussion:</b>	All policies will be put on GVO for governors to approve on there. The governors were given a document with all the policies on. The ones highlighted in blue would be for approval by the LSB. The ones in yellow are for approval by the governors for the Autumn term.

<b>AGENDA ITEM 14</b>	<b>SAFEGUARDING &amp; MENTAL HEALTH</b>
<b>Discussion:</b>	<p>The section 11 audit is provided by the local authority and is completed and reviewed termly. The school used rag rating and the school feel confident that they are meeting all statutory obligations. There are some areas that are growing and developing, and the pastoral team will be focusing on this.</p> <p>The school want to look at deep dives into how CPoms is being used. Is it being used consistently and methodically.</p>

<b>AGENDA ITEM 15</b>	<b>HEALTH &amp; SAFETY</b>
<b>Discussion</b>	There is an ongoing issue with the MUGA(Multi Use Games Area). It is currently out of use and needs to be assessed by the Local Authority. They will come in over half term as part of the lease agreement.

<b>AGENDA ITEM 16</b>	<b>GDPR</b>
<b>Discussion</b>	There is nothing to report for GDPR.

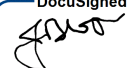
<b>AGENDA ITEM 17</b>	<b>AOB</b>
	<p><i>BR shared some concerns around the scheduling of some of the school holidays. Currently there is some non-alignment with other schools where siblings and friends attend.</i></p> <p><i>TS echoed the same for her daughter.</i></p> <p>The main concern is around pupils not being able to spend time in the holidays with their friends and siblings. This could lead to problems with mental health when pupils spend two weeks off school on their own. Also being able to get the pupils into school when their siblings and friends are off school. Also, any holiday clubs that were running would not be available to the pupils at Keystone.</p> <p>AB stated that it would be a valuable exercise to put out a survey and gain feedback from parents with regards to this matter. AB shared the rationale for trialling the changes in the holidays which governors were supportive of for the reasons given.</p>

<b>AGENDA ITEM 18</b>	<b>AGREE DATES FOR 23/24</b>
	These are currently being worked on by the trust.





Signed as a true and accurate record:

DocuSigned by:  
  
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Name: Belinda Logan

Date: 12-Dec-2023