



PART 1 AGENDA OF THE KEYSTONE ACADEMY LGB		
Date	Thursday 16th November 2023 at 5.00 pm	
Venue		
Expected Attendees	Belinda Logan (BL) Ali Bellaby (AB) Dan Blundred (DB) Steve Gray (SG) Boyd Robinson (BR) Hilary McGlynn (HM) Mike Dyer (MD) Georgia Smith (GS) Helen Phillips (HP) Jenine Rutter (JR)	Chair Headteacher Deputy Headteacher Staff Governor Parent Governor Co-opted Governor Co-opted Governor Co-opted Governor Director of Education Office Manager
Apologies	Tricia Slater (TS)	Parent Governor
Absence		
In Attendance	Michele Eaton (ME)	Governance Clerk

The meeting met its quorum.

AGENDA ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE
	The chair welcomed all to the meeting. Apologies were received and accepted from TS.

AGENDA ITEM 2	APPOINTMENT OF CLERK
Discussion:	The governors appointed Michele Eaton as the clerk for the upcoming academic year.

AGENDA ITEM 3	APPOINTMENT OF CHAIR
Discussion:	BL stood down as chair. The governors accepted and approved the appointment of Hilary McGlynn as the new chair.

AGENDA ITEM 4	ANNUAL DECLARATIONS 2023-24
Discussion:	<ol style="list-style-type: none"> Governors are required to read, complete and sign the declaration form/statement in relation to the following: <ul style="list-style-type: none"> Declaration of pecuniary, personal, educational interests. Code of Conduct Confirmation of eligibility



	<p>2. Declaration of any Related Party Transaction</p> <p>3. Governors are asked to check their details on the GIAS form are correct.</p> <p>4. Schools should check all Governors have had an enhanced DBS check and section 128 checks.</p> <p>All of the above matters are completed.</p>
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AGENDA ITEM 5	DECLARATIONS OF INTEREST REGARDING THE AGENDA
Discussion:	There were no new declarations of interest.

AGENDA ITEM 6	DECLARATION OF ANY OTHER BUSINESS
Discussion:	There were no declarations of any other business.

AGENDA ITEM 7	PART ONE MINUTES OF THE LAST MEETING 31/05/23 and REVIEW OF THE ACTION LOG
Discussion	<p>The minutes from the previous meeting were received and accepted as an accurate record of the meeting.</p> <p>The action log is now up to date and all items are completed.</p> <p>To provide the action log on a rolling process within one document.</p>

AGENDA ITEM 8	LEAD GOVERNOR ROLES & BOARD GOVERNANCE
Discussion	<p>a) Recommended lead Governor roles matching the headings for The Trust's Strategic Plan. Those in bold already appointed to.</p> <ul style="list-style-type: none"> • <u>Wellbeing & Safeguarding (to include Prevent)</u> this is currently Tricia Slater • <u>Grow Our People (to include attendance, vulnerable groups and SEND)</u> GS stated that a governor was needed for SEND. Could this be a shared role. <p>BL stated there is the potential for new governors to support these areas. Governors are not expected to be specialists it would be more of a general way of working. Ideally another two governors would be ideal.</p> <p>GS is happy to continue with Looked After Children.</p> <ul style="list-style-type: none"> • <u>World Changing Education</u> to look at this after the skills audit is completed. • <u>Development of our Schools</u> to look at this after the skills audit is completed. • <u>Work Resourcefully (finance)</u>



	<p>HP stated that this was about looking at the wider issues. HP stated that the trust would produce a crib sheet for governors with questions they may want to ask with regards to their link area.</p> <p>The governors agreed that a crib sheet would be useful.</p> <p>Locally the trust has identified an additional priority area: MD will be the link governor for careers. MD has a number of resources that would be useful to the school. MD will meet with the careers lead and see which resources would be useful to the school.</p> <p><i>AB asked if there could be a half termly or termly visit to meet with the assistant head in relation to careers.</i></p> <p>The terms of reference were shared with the governors before the meeting.</p> <p><i>BR asked about the delegated responsibilities and where the governors stand on this.</i></p> <p>BL stated that these would be delegated to the relevant party within school who will then report back to the governors about the outcomes. The governors will check the systems are in place and the actions are being carried out.</p> <p>BL will take this question back to the trust board to ensure the full list of delegations is there and to add an explanation about how this will be carried out by governors.</p>
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AGENDA ITEM 9	SKILLS AUDIT
Discussion	The skills audit is on GVO. All governors to complete the skills audit to identify gaps to inform future recruitment of governors.

AGENDA ITEM 10	LSB TRAINING REQUIRED/ATTENDED & GOVERNOR VISIT ARRANGEMENTS
	There is some training that TS needs to complete. The National Governors Association (NGA) has a wealth of training for governors. All governors have access to NGA. JR will send out links to the governors.

AGENDA ITEM 11	HEAD TEACHER'S REPORT
Discussion:	<p>The head has provided the report to the governors before the meeting. There are currently 68 students on roll. The school are hoping to increase this to 90 students. The school is now in the new building. There are a number of new staff both teachers and support staff.</p> <p>In January or February, the school will look at having a year three/four class and another year nine class. A primary teacher will be starting in January 2024.</p> <p>There is good improvement in attendance. The year to date is 85.1%. The school are working hard to support all students with their attendance.</p>

BL asked if the figures for the national attendance covers all special schools.

AB stated that it was not clear if all special schools signed up to it.

Looking at the attendance graph the comparison of students attendance before coming to Keystone was lower than it is after attending Keystone so joining Keystone has had a positive impact on their attendance.

Some students have a bespoke timetable which includes some provision off site. Their attendance data is recorded openly and honestly, ensuring that they only get their attendance mark when in school or when they have attended an appropriate alternative provision. For those with reduced timetables, although authorised, their time not in school is still recorded as an absence. There are progression plans in place for those who are on part time timetables. Some students need to come in gradually and start to build up to full time. The growth of the pastoral team has made a positive difference to the support provided to the families and young people.

There are other students who have more complex needs. They may have learning fatigue. This is also on the progress plan as it has to be verified by the local authority. The school are able to justify why students are on reduced timetables.

GS asked if the school sends the information to the Education Access Team.

AB stated that this has just come through as a requirement. The school talk to the SEND case officers and report it that way.

DB stated that the school continues to work with the welfare officer to ensure the school is operating in the correct way.

Attainment

The school needs to gather robust data, so this is currently a focus. The school found it difficult to measure the very small steps of progress that students were making. The small steps of progress for students can be really big steps for them. The school have brought in a model that can measure the students performance in their subjects. It will give the school robust and comparable data. It is not in Arbor at the moment. The system will mean that even when the data is moved into Arbor it will be comparable.

AB stated that the school can create a bespoke approach to enable the students to progress in a way that is right for them. It is not age-related progress, but progress made from their starting point.

GS asked in terms of measurement of progress, for teacher assessments and students working below four or more curriculum levels are the school using the national curriculum levels.

DB stated that there has to be some form of numerical process. It is about showing where the students are in relation to the national curriculum framework for the subject.

For example, the model would look at where a student is in relation to the year 3 maths national curriculum and the mastery of skills. School is now able to capture small steps of progress.

The baseline assessments show that some students are more capable than they show within the classroom. The school are looking at why this is happening.

HP stated that across the trust reading fluency is better than reading comprehension.

AB stated that there were some staff vacancies. The position of the outdoor education instructor. There will need to be a rethink of the role and expectations. Can the school re look at the role and salary scale to attract the right candidate for the position.

DB stated that the salary may not be in line with the post.

BR asked if the school were benchmarking too low.

HP stated that the learning mentors are unqualified teachers. The first thing would be to look at the job description. This could be called an instructor rather than a learning mentor.

BL asked if the post was on a pro rata basis.

JR stated that it was for a full year.

HP stated that there would need to be a review of the people currently doing the job and see if the band needed to be changed.

BR asked if information could be shared with the governors about statistics in relation to staff turnover and sickness and absence.

AB stated that this is normally in the report, but it has been omitted this time.

DB stated that the new staff have settled in well and have brought quality to the team.

BR asked about the filtering and monitoring and the responsibility of the Designated Safeguarding Lead (DSL).

AB stated that with regards to the filtering and monitoring. As concerns come up there is a need to respond quickly to them. The long-term aim is to have a non-teaching DSL who will have the capacity to oversee the filtering and monitoring.

AGENDA ITEM 12	SATs RESULTS
Discussion:	These are available within the head's report. The year 6 students who completed the SAT's had great outcomes.

AGENDA ITEM 13	TRUST STRATEGIC PLAN, SCHOOL DEVELOPMENT PLAN & SEF
Discussion:	BL the trust strategic plan will encompass all the schools within the trust.



	<p>Currently trustees are meeting with directors and then meeting with Nic Brindle to look at progress against the strategy.</p> <p>After the trust board has met there will be a strategic 3-year plan for each of the five strands. AB stated that there was a School Improvement Partner visit by Cath Kitchen just before the school moved. The feedback was excellent and there was some great advice about taking things forward. There is a one-page visit report available.</p>
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AGENDA ITEM 14	LINK GOVERNOR – REPORTS
Discussion:	<p>BR met with Chris Heptinstall (CH). BR stated that CH walked him through how the numbers work from the top down. The reports are summarised for the governors which is helpful.</p> <p>GS met with Ben Garton (BG) to discuss looked after children and the roles and responsibilities. Also looked at pupil premium for previously looked after children and looked after children.</p>

AGENDA ITEM 15	FINANCE UPDATES
Discussion:	<p>JR presented a review of the end of year. CH shared the document with governors before the meeting.</p> <p>There were no questions about this.</p>

AGENDA ITEM 16	POLICY REVIEW/APPROVAL
Discussion:	<p>To review and approve the following policies.</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection • Admissions <p>Governors to review their comments on GVO. The policies can be amended and re issued and then the policies can be approved on GVO.</p> <p>The following questions were posted on GVO by BR.</p> <p>4. In section 8.3 its says LSB have various responsibilities e.g., ensure compliance with Law. This is not possible for the LSB to do - we have to rely on the authors/reviewers/exec trust management for this - can we look at this section so it is all appropriate to what LSB can reasonably be accountable for please.</p> <p>This will be covered by having a safeguarding link governor, as well as both internal and external audits for quality assurance.</p> <p>5. That systems, checks and controls are in place underneath all aspects of the Policy to ensure these things have appropriately occurred. Any independent review?</p>

	<p>The trust commissions the independent review for safeguarding. This has not yet happened at Keystone due to being a new school. it will happen during this academic year, more than likely in the spring term.</p> <p>6. Having read through I recognize various aspects of what I have read in the Keeping Children Safe in Education document but cannot attest that this document completely and accurately reflects the provisions in this doc - LSB has to rely on YES Trust/Keystone management for this.</p> <p>A lot of it is around the responsibilities lie with the trustees and the LSB monitor and check that these are being carried out in the way they should be.</p> <p>The governors have approved the safeguarding policy here in the meeting. Governors were asked to note their approval on GVO.</p> <p>Admissions Policy BR asked about what happens re the ultimate capacity limitation on admissions. JR stated that this would be dealt with on a case-by-case basis. If there was a strong enough reason to demonstrate that the school did not have the capacity, then the school would have a good argument to appeal.</p> <p>JR will go through the comments on GVO, update the policies and then share with the governors for approval.</p> <p>The admissions policy was approved subject to the amendments being made.</p>
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AGENDA ITEM 17	SAFEGUARDING & MENTAL HEALTH
Discussion:	<p>Standing item to discuss any safeguarding/mental health/wellbeing current issues.</p> <ul style="list-style-type: none"> - To receive the section 175 audit and action plan <p>BR asked what the document was and has the audit been completed. AB stated that this is the version that the trust use. It covers what is expected good practice and are the school sure all areas are covered.</p> <p>BR asked that from the governors point of view is this all I need to see to know that the school have covered everything with regards to safeguarding. The only no on the plan is for Early Years which is not applicable as the school do not have any Early Years students.</p> <p>BR asked who is responsible for the actions and what are the due dates for completion. Ben Garton has prepared the document has anyone quality assured it. AB has worked through the actions with Ben Garton.</p> <p>HP stated that the SCIES team at Cheshire East have carried out a safeguarding audit across the trust. The trust will be commissioning an external body to carry out a safeguarding audit for clarity.</p>



	<i>BR asked if that document could be brought to the next meeting.</i>
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AGENDA ITEM 18	HEALTH & SAFETY
Discussion	Having moved into a new school it has been signed off from a health and safety perspective. There have been fire assessors in to firm up the school's strategy. There are some snags that need looking at.

AGENDA ITEM 19	GDPR
Discussion	There were no matters to report with regards to GDPR.

AGENDA ITEM 20	AOB
	There were no items of any other business.

AGENDA ITEM 21	DATE OF NEXT MEETING/S
	Thursday 14th March 2024 Thursday 20th June 2024

Signed as a true and accurate record:

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Name: Hilary McGlynn

Date: 25-Mar-2024