



PART 1 MINUTES OF THE KEYSTONE ACADEMY LGB		
Date	Thursday 14th March 2024 at 5.00 pm	
Venue		
Attendees	Hilary McGlynn (HM) Ali Bellaby (AB) Dan Blundred (DB) Steve Gray (SG) Boyd Robinson (BR) Georgia Smith (GS) Jenine Rutter (JR) Andrew Wakefield (AW) Belinda Logan (BL) (online via teams)	Chair Headteacher Deputy Headteacher Staff Governor Parent Governor Co-opted Governor Office Manager Assistant Director of Education
Apologies	Helen Phillips (HP) Tricia Slater (TS) Mike Dyer (MD)	Director of Education Parent Governor Co-opted Governor
Absence		
In Attendance	Michele Eaton (ME) Sadie Howson (SH)	Governance Clerk Observer

The meeting met its quorum.

AGENDA ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE
	The chair welcomed everyone to the meeting. Apologies were received and accepted from HP, MD and TS. SH is attending the meeting as an observer. BL attended online via Teams.

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

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
Discussion:	AB asked for an item to be considered under any other business with regards to the timings of the meetings.

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING 16th November 2023 and REVIEW OF THE ACTION LOG AND MATTERS ARISING
Discussion	Some of the governors were not able to access the minutes from the previous meeting. ME explained that the minutes are sent to the head and the chair for approval before they are

shared with the rest of the governors. ME advised governors that if this happens again to contact either ME or Ilona Adu-Gyamfi.

Matters Arising

BR asked for clarification around the Schemes of Delegation and the Terms of Reference, in relation to the responsibilities for the governors and the LSB.

BL stated that in terms of the scheme of delegation the trust sets out where the accountability lies, where the responsibility lies and where governors need to be consulted on matters, supported with matters or to be informed about matters. BL stated that this could be brought to the next meeting for the governors to consider. Some matters can only be authorised by members.

BR stated that the concerns from the previous meeting are with the terms of reference are explicit in what is expected of the governors. Also, within a number of the policies it is explicit around the responsibilities of the governors. It is not clear at the moment which document supersedes the other so the governors are clear who has the responsibility.

BL stated that although some policies are trust policies and some are school policies the trust are accountable for them all. The trust board need the LSB's to approve some of the policies. The LSB will not carry the accountability but they will have the responsibility for carrying out the work. The Scheme of Delegation takes precedence over the Terms of Reference. HM stated that she had spoken to Kath Kitchen who said she is carrying out some work around governance.

BL stated that she will take this back to the trust for discussion.

Action: BL will take the questions around governor responsibility and accountability back to the trust for discussion.

ACTION LOG		
Agenda Items from 16 th November 2023	Action Needed	Outcome
Item 8	HP to provide the governor with crib sheets to support them in their roles.	
Item 8	MD to meet with Ben Garton in relation to careers.	Completed
Item 8	BL will take the questions around the delegated responsibilities from the governors to the trustees and will share an update with the governors. She will discuss the need to add an explanation about how this will look for governors.	Ongoing
Item 9	All governors to complete the skills audit on GVO by December 2023.	Completed
Item 10	JR to provide the links to NGA for governors.	Completed



Item 11	For the head to provide the governors with information around staff retention and absence.	Completed it is in the head's report
Item 16	Governors to review their questions in relation to the policies on GVO. JR will amend the policies and then they can be approved on GVO.	Completed
Item 17	For the governors to be provided with a copy of the independent review of safeguarding once this has been completed. Action: AB to commission an independent safeguarding audit.	Ongoing

AGENDA ITEM 5	HEAD TEACHERS REPORT
Discussion	<p>The head shared the report ahead of the meeting. AB stated that the report from the School Improvement Partner (SIP) Cath Kitchen (KK) had been received and was very positive. AB stated that the move has been positive. The students have settled quickly with only a few facing some challenges with the move. CK stated despite the move the school have continued to monitor the curriculum and attendance procedures.</p> <p>The number of students on role is currently 84 and the school are working towards 90 students in total for this academic year.</p> <p>Since September 2023 there has been 160 consultations. There are some tribunals taking place where parents wish their child to come to Keystone. Also, there are some parents who do not want their child to come to Keystone.</p> <p>BR asked if the students being considered have an EHCP. AB stated that yes they do.</p> <p>BR stated this must be difficult for the school to deal with as there are not enough places for students.</p> <p>AB stated that there has been a 200% increase in students with an EHCP. Keystone was created as a school initially to reduce the need for specialist independent school placements across the LA, due to so many students a placement. When school say no to a student there are reasons why this is the case and the school also have to consider the other students already attending the school. The school are also having to make decisions based on paperwork. The student may then attend the school and the school recognise that they are not the right fit for the student. At times, the school will have to take in students where the LA have directed the school to do so or as a result of a tribunal. Currently based on the needs of the students once the school reach the capacity of 120 students there cannot be an increase without exceptional circumstances and in agreement with the LA.</p> <p>AW stated that he would feed back the information discussed back to the trust.</p>

Academic Progress

DB stated that there is a solid system at Keystone for recording information and tracking progress of the students. Staff across the school have high aspirations for the students in terms of the progress they are expected make. The trust target is 100% progress of one level over twelve months. The majority of subjects are in green or yellow which is above national average. English is a focus moving forward.

Within the data there are some subjects which need some further work.

Staff have undertaken training with the Autism Education Trust. A number of students have a diagnosis of Autistic Spectrum Disorder (ASD) and many struggle with English and Humanities.

Students are making good progress in Art and Design Technology.

Quality first teaching is strong in school and with the recent recruitment of staff they are starting to bed in. There have been lesson observations over the last week. These are strong especially in English where the data is increasing towards above the national average. The school have built up the robustness of tracking data and providing interventions. The school are able to highlight where students need more intervention. Class teachers are working on personalising teaching where students are finding it difficult to engage in the lessons.

AW asked if the school are feeding this data back into the curriculum intent.

DB stated that alongside this the school will now take a step back and look at the overview of the curriculum. Since January 2024, the staff have been working on the learning journey's for their subjects. They are looking at what the school would be like in five years' time. There may potentially be students from EYFS to year 11. What would this look like? There will be students who join the school in year 7 but may also join in EYFS and go through to year 11.

AB stated that there were some learning journeys on GVO for governors to look at.

DB stated that they are very clear documents. They are student friendly so they can be in classrooms for the students to see and the teaching assistants.

GS asked what a level of progress would look like. Is there anything to show the level of knowledge that has been attained.

DB stated that after the next assessment through formative and summative assessments. The data will then be in Arbor and the school can clearly see the information around the skills and knowledge for the students.

In the Key Stage 3 maths curriculum all classes will complete the same topics throughout the year but it will be pitched at an individual level. This will then also feed into Arbor. The school will be able to identify the amount of progress each student has made and here are the topics they are able to do that they could not do before. Staff can also upload evidence into Arbor to support their findings

DB gave the following example. A student in year 7 might be working at year 3 level. This may be shown as 352 where the student is working at year 3 level for 52% of the curriculum is secure. By the end of the year the expectation is that they are at 400. This is how the progress is tracked.

BR asked about the table and the meaning of the amber is this the national average and the trust would like the school to be 50% above this average.

DB stated that the trust expect 100% of a level. National expectations for progress is 66%. If the conditions are right for the students the expectation should be for students to make accelerated progress. Some students may be working at or below age related. Now the student are met where they are at and they then need to catch up.

AB stated that there needs to aspirational expectations and if things are not quite right they should try adapting to support the students' progress. Where students do not make progress as expected the school have the evidence to support the work that has been done to support that student.

SG stated that staff meet regularly to discuss students and share ideas and strategies moving forward.

AB stated that the behaviour for learning is a way for students to communicate. This may indicate something is wrong or not going well.

SG stated that sometimes a student needs a bespoke timetable to support them in the long run.

DB stated that the next steps for staff in school are for staff to continue to carry out the great practice they have been doing so far. To support students to identify what works for them and understand how they can contribute to their own learning and know what works best for them.

GS asked how the school report this information to parents.

DB stated that the school create a one page report with the results from the summative assessment and teacher comments. There is also the parents evenings where information can be shared with parents.

AW stated that the trust would support the school in having an extra inset day to ensure there is time for the school to continue the training in relationship to the curriculum and student progress.

Action: AB to share the full report from Kath Kitchen with BR.



AGENDA ITEM 6	GOVERNOR MEMBERSHIP AND TRAINING
Discussion	<p>Training is all complete. JR stated that there is some safeguarding and child protection training available. Governors should contact JR if they wish to attend. It is on 16th April via Teams. JR will send out an email with the date and time.</p> <p>BR stated he was concerned with the money school would spend on this training. He asked if the training is mandatory for all governors.</p> <p>AB it would be mandatory for the safeguarding link governor TS. However, other governors may attend if they wish.</p> <p>HM noted that the skills audit has been completed and there were not too many areas where governors feel less confident. There is an area around governance and around Ofsted. It would be useful to have some extra sessions around Ofsted. Governors will start to look at Ofsted in the summer term. AB will look at scheduling an additional meeting in the summer term in relation to Ofsted.</p> <p>BR asked if the results of the skills audit be available to all the governors.</p> <p>HM stated that she was not able to locate it on GVO so will explore this. The governors will need to look at this in more detail to see where there are gaps and how these can be addressed.</p>

AGENDA ITEM 7	LINK GOVERNOR – REPORTS
Discussion	<p>HM and TS have written reports from their visits. These are on GVO. Governors are asked to go through them and ask any questions on GVO.</p> <p>Please could the following governors write a report from their visit to school, MD.</p> <p>SH left the meeting at 18:34</p>

AGENDA ITEM 8	QUALITY OF EDUCATION
	<p>AB provided a document with the priority areas from the SDP and the progress that has been made so far. Also, what the school are concentrating on next.</p> <p>Within the meeting AB shared a document about the statistics in relation to where the school are within all four areas. In the summer term AB will put a judgement against each area as the data is still being built behind it.</p> <p>CK has stated that the school strengths are around behaviour and attitudes and personal development, including attendance.</p>

AGENDA ITEM 9	ATTENDANCE
Discussion:	<p>Attendance is at 84.5%. It is a challenge that the school is still addressing. This is 1.8% above comparable special school. In relation to all special schools Keystone is below.</p> <p>Current persistent absence is an area of concern. The school are keeping a track of the students who are around 80 to 90% to try to prevent this dropping lower.</p> <p>The average without the students on a part time timetable is near to 90%.</p>



	<p>DB stated that the attendance policy has been re-written. Also, there is correspondence that is being sent to parents. Also, praise letters are being sent to parents for good attendance.</p> <p>Some of the reasons for absence could be around the school having different school holidays to other schools where there are siblings in a different school. There are also some students who are on a part- time timetable. Some students will need a part-time progression plan where they are only able to achieve 50%.</p> <p><i>GS asked if the students who are Pupil Premium (PP) have the lowest attendance. Have the school looked at this with regards to the PP strategy?</i></p> <p>AB stated that the school need to look at this more closely. The increase in the pastoral team has enabled them to work on this more closely.</p> <p><i>AW asked how many pupils are PP.</i></p> <p>AB stated there are 29 pupils who are persistent absentees but would need to check how many of those are PP.</p>
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AGENDA ITEM 10	TRANSITION FOR YEAR GROUPS AND SAT'S ARRANGEMENTS
Discussion:	<p>Seven students from year 6 will sit the SAT's this year. The other four students will not take part as they are not working at the appropriate level for the tests.</p> <p>AB stated that there will be some ability setting to enable those students taking the SAT's to receive targeted provision.</p> <p>In EYFS 7 out of the 8 places have been identified. There is an assistant head joining in September 2024 but will be in the school for two days a week in the summer term to support transition.</p> <p>There are some additional year 7 students starting in September 2024. The school wish to provide some half day visits over the summer term for the new year 7's joining in September 2024.</p>

AGENDA ITEM 11	FINANCE UPDATES
Discussion:	<p>JR shared the budget update ahead of the meeting via the meeting pack on GVO. The school are still in a good position. The trust are happy with the budget.</p> <p>The budget is discussed monthly and updated as necessary. The school have looked at what needs developing within the building and outdoor provision.</p> <p>There is some scope at the end of the financial year if there is a trust surplus then schools can put a bid together for particular work.</p> <p>AB stated there is some surplus in the curriculum and resources budget which is going to be invested in EYFS provision. There is a lot that needs working on. There will be £5000 spent</p>



	<p>initially and possibly another £5000 as a back up in case EYFS needs more. This will include development of the pond area and to develop the outdoor class provision. There is also a need for a path which is wheelchair friendly. The Local Authority (LA) may provide some funding via the high needs budget.</p> <p><i>BR asked if a surplus would need to be built up for the year.</i> JR stated that the school will look at the surplus and see what can be spent out of this years budget and then look at this again for the next financial year.</p> <p><i>JR asked if BR would like to attend one of the budget meetings in the future.</i> BR agreed that he would like to do this.</p> <p><u>Action:</u> JR to invite BR to the next budget meeting.</p>
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AGENDA ITEM 12	POLICY REVIEW/APPROVAL
<p>Discussion:</p> <ul style="list-style-type: none"> • First Aid Policy • Health Needs and Medical Conditions Policy <p><u>Governors approved both of these policies on GVO. The governors accepted and approved the policies.</u></p> <p><u>Note:</u> The SEND report on GVO needs approving by one more governor. BR agreed to complete this.</p>	

AGENDA ITEM 13	SAFEGUARDING AND MENTAL HEALTH
<p>Discussion:</p> <p>Ben Garton (BG) the assistant head has completed the training for the Senior Mental Health Lead. He will work on the policy in relation to this.</p> <p>Kim Stevens will be joining Keystone in September 2024 as the deputy head. She will also complete the mental health lead training.</p> <p>The governors wanted to congratulate DB for his appointment as the head of Axis Academy which is another school within the Yes Trust.</p>	

AGENDA ITEM 14	HEALTH AND SAFETY
<p>Discussion:</p> <p>JR stated that it would be good for the governors to have a written report on health and safety moving forward. There are currently regular meetings with the contractors and DFE about the building as there are still some snagging and defects that need to be put right. There will be a health and safety audit at the end of April 2024. It has been commissioned by the trust from Cheshire East.</p>	



	<p><i>BR asked if it would be more appropriate for another governor with more experience to be the link governor.</i></p> <p>JR stated this is not necessary. JR will find a role description for the health and safety link governor and will also ask the LA if there is any information they can provide.</p> <p><u>Action:</u> JR to provide BR with a job description for the health and safety link governor.</p>
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AGENDA ITEM 15	GDPR
Discussion:	There has been whole school training on cyber security.

AGENDA ITEM 16	AOB
	<p>AW noted that some governing boards have sub-committees between main LSB meetings, to enable a focus on a key aspect of school business, particularly as often time runs out during the LSB meetings. Discussion with governors suggested focusing on quality of education and safeguarding would be a good starting point. Relevant Link Governors to attend and report back to the full LSB.</p> <p><i>AB asked if governors would be able to start the LSB meetings earlier at 4pm to enable staff who attend the meeting do not have to stay in school so late.</i></p> <p>Some governors are restricted in the time they can start due to their working commitments. The agreement was that the meetings will start at the earlier time of 4.30pm.</p> <p>SG left the meeting at this point.</p> <p><u>Action:</u> Governors to send a picture and a short biography to Ilona Adu-Jyamfi.</p> <p><u>Action:</u> AB to convene a first sub-committee meeting during the summer term.</p>

AGENDA ITEM 17	DATE OF NEXT MEETING/S
	Thursday 20th June 2024 at 4.30pm Please note the earlier start time.

AGENDA ITEM 18	PART 2 CONFIDENTIAL MINUTES
Discussion:	See separate document.

Signed as a true and accurate record:

Signed: 

Name Hilary McGlynn

Date: 25-Jun-2024