



MINUTES OF GRANGEWOOD SCHOOL LOCAL GOVERNING BODY (LGB) BUSINESS FORUM

Minutes for the Business Forum Meeting
Held at Grangewood School
on Monday 13th March 8:00 p.m. to 9:45 p.m.

Present:

John Marr	JohnM	Chair and representative on Finance committee
Karen Clark	KC	Head of School
Michelle Antoniadou	MA	Parent
Janine Marlow	JM	Staff – LSA and other support staff
Judith Hemery	JH	Trustee of The Eden Academy Trust
Roger Giles	RG	Premises, Asset Management Committee, Safeguarding
Trupti Parekh	TP	Diversity
Sue Cherrington	SC	Parent of Moorcroft pupil
Tansy Heymer	TH	Staff - teacher
Carey Philpott	CP	Clerk

The meeting was declared quorate.

Item	Discussions and Decisions	Action
38/2016-17	Welcome and apologies of absence a) JohnM welcomed everybody to the meeting. b) Becky Haggart (BH) had sent her apologies, which the LGB accepted.	Apologies accepted.
39/2016-17	Urgent items for Any other Business or Confidential Items Premises.	
40/2016-17	Signing of previous Educational Forum minutes as true record and matters arising from the minutes The minutes of the previous Educational Forum meeting of 23 rd	Previous

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	January 2017 had been circulated before the meeting. A couple of amendments were made at the meeting and JohnM will be given a clean copy to sign.	Educational Forum minutes AGREED.
41/2016-17	<p>Governor School visits and Governor Training</p> <p>a) ICT Day: SC and BH had attended a Grangewood ICT day in February. SC tabled a written summary. The ICT theme had been planned to 'kick start' and focus on ICT. The whole school had been transformed into a hub of computer technology for the day, part of it set up by staff, part of it by external companies. This included an old American yellow school bus parked in the car park with technology inside. SC reported that it was beneficial to see so much technology in school and how different children reacted. Technology can be very inclusive.</p> <p>i. SC stated it was disappointing for all that some of the technology was not working. She noted the workload needed to rectify it.</p> <p>ii. <u>Q: Is the Technology Bus available for all schools?</u> A: KC replied it is. It is a new venture and Grangewood were one of the first special schools to use it. The aim is for external companies to demonstrate inside the bus. Children are then able to try the technology before the school makes a purchase. Governors discussed what was available on technology bus, most of it not suitable for Grangewood pupils.</p> <p>iii. SC was pleased so much technology already exists at Grangewood, and asked <u>Q: Do children develop new skills through the technology?</u> A: TH and JM replied that pupils benefited from the technology set up by members of staff because it was pitched at the correct level. The benefit of the day was that it was an opportunity to experiment and develop.</p> <p>iv. Governors suggesting an ICT day next year.</p> <p>b) JohnM had visited school on Tuesday to participate in interviewing for a Teacher post</p>	
42/2016-17	Main Business Forum	
42a/2016-17	<p>School Development Plan (SDP)</p> <p>KC reported on the RAG ratings which are updated every half term.</p>	

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	<p>SDP targets are rated red, amber or green in terms of their progress. 15 targets were set in the SDP and the senior leadership team are focussing the more important targets.</p> <ul style="list-style-type: none"> i. Teaching and learning for new teachers has been the biggest focus and a Grangewood strategy group was formed to develop ways of supporting new teachers and LSAs. Teacher feedback has been positive. Formal teacher observations are taking place this week, which will measure the impact. As a teacher who is neither highly experienced or new, TH has found it useful for consolidation and extension. Teachers are being given the opportunity to go on learning walks which they are finding is valuable experience for when they are observed. <p><i>Q: Are LSAs more involved?</i> A: JM replied they are, workshops are helping them to work closer as a team and to discuss issues.</p> <ul style="list-style-type: none"> ii. Last term the SDP target to develop LSAs including the creation of advanced posts was red. Three posts have been successfully filled by internal candidates this term. <i>Changing the condition to Amber?</i> iii. Another target around the curriculum has been added during the spring term.(?) 	
42b/2016-17	<p>School Self Evaluation Form (SEF)</p> <p>The SEF had been distributed to governors and KC reported that it is a 'work is in progress'. Areas for development have been identified such as ICT. She now regards the school as outstanding in all areas, and is hoping that this will be confirmed by Equalitas who is visiting on Friday.</p> <ul style="list-style-type: none"> i. Pupil premium pupils were discussed. All teachers have targets this year to say how pupil premium funds are spent. Pupil premium pupils will be added to the next Educational Forum agenda. ii. <i>Q: Two of the red SDP targets were pupil case</i> 	<p>Pupil premium pupils added to next agenda.</p>

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	<p><u>studies and pupil day books. Are they really red?</u> A: Although some pupil case studies are complete, not all are. Many children do not produce workbooks, so photographic evidence is needed. In the past, completed work has been sent home, but this will be kept in school for the moment so physical documents are available.</p> <p>iii. <u>Q: If parents include something new the child has done at home in the link book, is that used as evidence?</u> A: KC replied it is. Outcomes are discussed during the annual reviews.</p> <p>iv. <u>Q: What percentage of parents attend parents evening?</u> A: KC responded 40% across the school, which is higher than in the past. Parents evening takes place two weeks after the Annual Reviews, when all parents attended. This is an upward trend. Governors discussed the difficulties for parents to attend evening meetings and possible reasons for the improvement. Generally it was felt that the school has more contact with parents than before and is more welcoming. Parents also liked also having the opportunity to speak to therapists on the same visit.</p> <p>v. <u>Q: What response is there to the invitation of siblings groups?</u> A: KC did not have the figures. <i>but will report at the next meeting?</i></p> <p>vi. <u>Q: What evidence is there of pupil and parent voice in the augmentative and alternative communication (AAC) project?</u> A: KC responded that 3 children have gone through the process and evidence has been captured by Family Services and Speech and Language therapists.</p>	
42c/2016-17	<p>Finance & Resources report inc Risk Register</p> <p>Sudhi Pathak (SP), Finance and Resources Manager, although not present at the meeting, had produced a written report.</p> <p>i. JohnM highlighted that spend is nearly £50k overspent compared with budget due to the cost of teaching supply. SP and KC are working on what measures to</p>	

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	<p>take. The net carry over from last year was £70k.</p> <p><u>Q: Within an academy, can an LSA run a class instead of a teacher?</u> A: The school tries to cover a class for at least part of the day with a teacher. Legally, a teacher needs to do the planning, although TSAs (higher level LSAs) can deliver to a small group of children. TSAs are very experienced. Governors discussed the challenges of a special school which makes it difficult for a supply teacher to come in and do effective planning. In practice, existing staff evaluate supply staff to see whether they should be invited back in future.</p> <p><u>Q: Does the school anticipate staffing numbers will be healthier by the end of the year?</u> A: KC replied she does.</p> <p><u>Q: Why is there an overspend of £31k in the Grangewood class at Moorcroft?</u> A: KC responded that SP is investigating this.</p> <p>ii. JohnM emphasised that although the bank balance looks healthy, there is only a small monthly surplus of total revenue over total expenditure. In September, the school will lose £600 per pupil due to the withdrawal of the Educational Support Grant, which may put the school in deficit unless there are changes elsewhere. This is not helped by the Hillingdon bandings for top up fees. Members of the Finance committee discussed what the academy can do to mitigate effects at their last meeting. Governors discussed top up fee bandings.</p> <p><u>Q: What is the Finance committee looking at?</u> JohnM responded that the future levels from the national funding formula are unknown at the moment. The academy needs to ensure that children are correctly banded and they need to persuade Hillingdon Council of the true funding level required for each band.</p>	

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	iii. The risk register had been distributed. One governors spotted an error in the date of the first risk. JohnM will speak to SP about it. Financial income is the highest risk.	JohnM to speak to SP about date error.
43/2016-17	Governor Reports TP needs to find a date to meet with SC and MA to summarise the Rochford report.	
44/2016-17	Any Policies to ratify None.	
45/2016-17	Any Other Business / Confidential items RG reminded governors how effective SP had been on the Grangewood Premises committee as he has decision making powers. SP has indicated that he will not attend the meetings in future even though RG has asked him to chair them. Governors were concerned. JohnM will formally speak to SP to discuss options.	JohnM to discuss options about Premises committee with SP.
46/2016-17	Future planned meeting dates <ul style="list-style-type: none"> • Mon. 24th April 2017 12 noon (Education) following governors visit to school • Mon. 19th June 2017 8 p.m. (Business) 	

Meeting closed at 9:45 p.m. There are **no** confidential minutes for this meeting.