



**Pennine View School Local Governing Body**  
**Teaching, Leading & Wellbeing**  
**Thursday 17<sup>th</sup> October 2019 at 09:30**  
**Pennine View School**

<b>Those Present:</b>		
Sarah Mulhall	Headteacher	SM
Wendy Wheldon	Governor – Chair	WW
Carole Lawrie	Governor	CL
Kelly-Ann Robinson	Parent Governor	KAR
Chris Rowse	Governor – T&L Link Governor	CR
<b>Also Present:</b>		
Warren Carratt	Nexus MAT CEO	CEO
Emma Sheedy	Nexus MAT Clerk	ES
<b>Apologies:</b>		
Elise Bowen	Teacher Governor	EB
Naveen Judah	Governor	NJ
Sally Macdonald	Governor	SM
Sally Wylde	Staff Governor (Maternity Leave)	SW
<b>No Apologies:</b>		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from EB, NJ, SM &amp; SW.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from EB, NJ, SM &amp; SW.</p>	
2. ITEMS OF URGENT BUSINES	
<p>2.1. Chair to determine any items of urgent business</p> <p>The following items of urgent business were determined and discussed:</p> <p>2.1.1 Ofsted Curriculum Framework Briefing There was a lengthy overview provided by the Chair regarding her understanding of what the new curriculum framework entailed and shared with Governors the key areas of focus; phonics and reading – how phonics is embedded, why an approach has been chosen, the connection of phonics transference to reading, early reading development and the promotion of reading. Chair also explained to Governors about ‘deep dives’.</p> <p><b>A Governor asked why all schools do not use the same framework to teach phonics</b> and the Chair explained there are around 7/8 commercial schemes endorsed by the DfE of which Read Write Inc. by Ruth Miskin is included and favoured by the Chair.</p> <p>SM provided further input and explained PV had started their journey positively around the curriculum, providing a secure base line to grow from and would be working intensely with Subject Leaders so they are ready to confidently articulate what it is they want their pupils to know and be able to do throughout their educational journey.</p> <p>CEO commented that a potential challenge with Ofsted may be regarding the use of P levels and reiterated why the school was still using these as a proxy, given the school’s improvement journey from special measures 3 years ago; this is a coherent reason for slowly moving away from this over the next 18 months.</p> <p><b>A Governor asked if there is a specific curriculum for Special Schools</b> and CEO advised no.</p> <p><b>A Governor asked for more information regarding RWI by Ruth Miskin</b> and this was provided.</p> <p><b>A Governor asked what happens if you strongly disagree with an Ofsted judgement</b> and was advised of the appeals process but the QA process is rather stringent.</p> <p>CEO suggested CR as T&amp;L Link Governor should be commissioned to attend during autumn 2 term and spend quality time with curriculum leaders.</p> <p><b>ACTION:</b> SM to liaise with CR regarding his availability and schedule T&amp;L Link Governor visit.</p>	<p style="text-align: right;"><b>SM/CR</b> <b>06/02/20</b></p>

<p><b>3. DECLARATION OF INTERESTS</b></p>	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
<p><b>4. PENNINE VIEW LOCAL GOVERNING BODY MINUTES</b></p>	
<p>4.1. To approve the minutes of the following meeting</p> <p>The minutes of the meeting held on 18<sup>th</sup> July 2019 were approved as a correct record with no amendments.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
<p><b>5. POLICIES</b></p>	
<p>5.1. Policies for Review</p> <p>Governors had received the following policies for review in advance of the meeting and comments were as follows:</p> <p>5.1.1. Careers &amp; Enterprise – agreed with no amendments.</p> <p>5.1.2. Collective Worship – agreed with no amendments.</p> <p>5.1.3. Educational Visits – agreed with no amendments.</p> <p>5.1.4. SEND Annual Information – update structure on Page 2 and amend the Complaints section on page 6 referencing Nexus MAT Complaints Policy.</p> <p><b>ACTION:</b> SM to amend SEND Annual Information.</p>	<p style="text-align: center;"><b>SM</b> <b>12/12/19</b></p>
<p>5.2. New Policies</p> <p>Governors had received the new policies in advance of the meeting and comments were as follows:</p> <p>5.2.1. School Security – agreed. Governors discussed the need for WW to commission an H&amp;S walk.</p> <p><b>ACTION:</b> WW to undertake a H&amp;S walk.</p> <p>5.2.2. Sun Safety – agreed.</p> <p>5.2.3. Safeguarding incorporating Child Protection – add responsibilities on page 7.</p> <p><b>ACTION:</b> SM to amend Safeguarding incorporating Child Protection Policy.</p> <p>Following discussion, it was agreed that as and when new policies are compiled SM would forward to the Clerks for GH upload. PV admin will print hard copies for CL &amp; CR.</p>	<p style="text-align: center;"><b>WW</b> <b>06/02/20</b></p> <p style="text-align: center;"><b>SM</b> <b>12/12/19</b></p> <p style="text-align: center;"><b>CLERKS</b> <b>NOTE</b></p>

<p><b>The Chair queried whether PV conduct Lockdown practises</b> and SM advised PV have a Lockdown policy and conducted a practice with staff.</p>	
<p><b>6. ITEMS TO BE CONSIDERED</b></p>	
<p>6.1. Teaching &amp; Learning Report</p> <p>Governors had received the Teaching &amp; Learning Report in advance of the meeting, which was discussed/challenged as follows:</p> <p>SM reported a really pleasing outturn with the data, which is routinely scrutinised.</p> <p><b>A Governor queried KS3 outturn data and asked what interventions had been put in place for the pupils 'below'</b> and SM explained KS3 is split over lower school and upper school. Pupils that made below expected progress have been identified at an individual level and discussed with a Senior Leader as part of autumn term Pupil Progress reviews. SM advised more work was required with the understanding of assessment statements.</p> <p><b>A Governor challenged the reasoning for speaking and listening data being low compared to reading and writing being higher</b> and SM explained it is a different skill and is the reason why Oracy is part of the SIP.</p> <p><b>A Governor queried if targets were high enough</b> and was advised pupils had maintained their personalised expectations but there will always be an inflation in the autumn term and this is then reviewed to highlight specific areas for improvements.</p> <p><b>A Governor asked why Girls data is so low compared to Boys</b> and SM advised individual pupils have been identified and discussed as part of the Autumn term pupil progress reviews.</p> <p>SM advised the development of SMSC awareness and British Values has been a focus in the curriculum and the timing of lessons have been changed to allow for more time to be spent on areas of learning within SMSC. Governors were encouraged to attend Upper School assemblies, held weekly on a Wednesday at 9.15 a.m.</p>	
<p>6.2. Behaviour Log</p> <p>The Behaviour Log for the period 1<sup>st</sup> September – 30<sup>th</sup> September 2019 had been shared with Governors in advance of the meeting.</p> <p><b>A Governor asked for more information regarding the pupil in Y5 Tawny Owls</b> and this was provided.</p> <p>SM reported a reduction in incidents is being seen and PV are now working closely with the Behaviour Team at DMBC.</p>	
<p>6.3. Wellbeing Report</p> <p>Governors had received the Wellbeing Report in advance of the meeting. Overall attendance to date was 92.6%, which had improved. PV's attendance target is 94%.</p> <p>SM is leading attendance for 2019/20 and overviewed the procedures implemented, which have been clearly communicated to Parents/Carers. SM explained about the new Inspection Coach tool.</p>	

<p><b>A Governor suggested 'rewards' for attendance</b> and SM advised the Inspection Coach tool recommends 'rewards' and this is being further explored to avoid hindering well-being.</p>	
<p>6.4. LAC Report</p> <p>The LAC Report had been shared with Governors in advance of the meeting and SM provided a brief overview.</p> <p>SM apologised for the omitted data within the report. <b>ACTION 1:</b> SM to update and re-circulate LAC Report.</p> <p><b>A Governor suggested re-wording a statement on page 3 to be more positive.</b> <b>ACTION 2:</b> SM to re-word page 3 of LAC Report.</p> <p><b>A Governor asked about PP+</b> and SM provided an explanation.</p>	<p style="text-align: center;"><b>SM</b> <b>06/02/20</b></p> <p style="text-align: center;"><b>SM</b> <b>06/02/20</b></p>
<p>6.5. Pupil Premium Plan</p> <p>The Pupil Premium Plan had been shared with Governors in advance of the meeting.</p> <p>Governors noted the report had been simplified.</p> <p><b>CEO queried if the report format was the DfE standard model</b> and SM advised it was with key areas retained. Governors commented positively about the report format and SM explained total expenditure would be added and uploaded to the school website.</p>	
<p>6.6. SIP/SEF</p> <p><u>SEF</u> SM advised the SEF had been updated with the latest data.</p> <p><b>CEO suggested the following amendments for the SEF:</b> <b>ACTION 1:</b> SM to amend date from 2018/19 to 2019/20, re-order significant developments since the last inspection to be in chronological order, add the development of the SEMH inclusion unit.</p> <p><u>SIP</u> SM advised the SIP was devised with the input of staff contribution during an inset day.</p> <p><b>Governors suggested amending the SIP to include reading and phonics.</b> <b>ACTION 2:</b> SM to amend the SIP.</p> <p>There was a discussion regarding RWI, which is believed to be a two-day training session.</p> <p><b>CEO suggested consulting with parents to have an extra inset day with Governors approval.</b></p> <p><b>A Governor asked if RWI could be offered across the Trust to reduce the cost burden</b> and CEO advised he did not believe there was a need but would liaise with</p>	<p style="text-align: center;"><b>SM</b> <b>12/12/19</b></p> <p style="text-align: center;"><b>SM</b> <b>12/12/19</b></p>

Jacky Tattershall regarding Craggs Community School. <b>ACTION 3:</b> CEO to liaise with JT regarding potential need for RWI at Craggs Community School.	<b>CEO 12/12/19</b>
6.7. Annual Self-Assessment – NGA Toolkit  CEO advised Governor’s that NGA Annual Self-Assessment documents would be distributed by the Clerks, from the Central Trust.	
6.8. Appointment of Vice Chair & Link Governors  <u>Appointment of Vice Chair</u> Following a discussion, it was agreed unanimously that Carole Lawrie would be appointed as Vice Chair.  Role descriptors had been shared with Governors in advance of the meeting and the following was agreed:  6.8.1. Teaching & Learning Link Governor – Chris Rowse.  6.8.2. Safeguarding Link Governor - Wendy Wheldon.  6.8.3. Finance Link Governor - Naveen Judah.  6.8.4. Wellbeing Link Governor - Carole Lawrie.	
6.9. School dates for 2020/2021  The DMBC schedule was tabled and it was agreed the DMBC dates would broadly be adopted for PV. SM advised PV’s inset dates had been set. <b>ACTION:</b> SM to provide Governors and Clerks with PV 2020/21 inset dates.	<b>SM 12/12/19</b>
6.10. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors  No further update was provided.	
<b>7. GOVERNANCE MATTERS</b>	
7.1. Governors to report on:  a) Any function exercised on behalf of the LGB • The activity log was completed by Governors.  b) Any training and development undertaken • The activity log was completed by Governors.  c) Visits to schools within the MAT • The activity log was completed by Governors.	
<b>8. ANY OTHER URGENT BUSINESS</b>	
8.1. To consider any other urgent business agreed by the Chair  None.	
<b>9. CONFIDENTIALITY &amp; RISK</b>	
9.1. To consider the confidentiality of any items discussed during the meeting  None.	

9.2. To consider any areas of risk discussed during the meeting	
None.	
<b>10. DATES OF NEXT MEETING</b>	

Wednesday 20 <sup>th</sup> November 2019	16:00 – 19:00	The Source Meadowhall	Leadership Summit
Thursday 12 <sup>th</sup> December 2019	09:30 – 11:30	Pennine View School	Safeguarding, Leadership & Management
Thursday 6 <sup>th</sup> February 2020	09:30 – 11:30	Pennine View School	Teaching, Learning & Wellbeing
Thursday 26 <sup>th</sup> March 2020	09:30 – 11:30	Pennine View School	Safeguarding, Leadership & Management
Thursday 14 <sup>th</sup> May 2020	09:30 – 11:30	Pennine View School	Teaching, Learning & Wellbeing
Tuesday 9 <sup>th</sup> June 2020	16:00 – 19:00	The Source Meadowhall	Leadership Summit
Thursday 2 <sup>nd</sup> July 2020	09:30 – 11:30	Pennine View School	Safeguarding, Leadership & Management

**Minutes approved**

CHAIR	SIGNATURE	DATE
Wendy Wheldon		12/12/19