



**Pennine View School Local Governing Body
Business Meeting
Thursday 2nd November 2021 at 09:30
Pennine View School via MS Teams**

Those Present:		
Sarah Mulhall	Headteacher	SM
Emma Heyes	Chair/Safeguarding Link Governor	EH
Natasha Ellison	Staff Governor	NE
Carole Lawrie	Parent Governor – Wellbeing Link Governor	CL
Catherine McLaughlin	Governor	CM
Kelly-Ann Robinson	Parent Governor – Wellbeing Link Governor	KAR
Chris Rowse	Governor – T&L Link Governor	CR
Kirsty Waddington	Parent Governor	KW
Also Present:		
Warren Carratt	CEO	CEO
Carl Cousins	Deputy Headteacher	CC
Emma Sheedy	Nexus Governance Clerk	ES
Apologies:		
Sally Macdonald	Governor – Transitions Link Governor	SMa
No Apologies:		
Andy Clayton	Governor – T&L Link Governor	AC

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received for SM. No apologies were received for AC.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for SM.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Outstanding Achievement Awards</p> <p>None.</p>	
<p>2.2. Confirmation of New Governors</p> <p>Introductions were made and Natasha Ellison was formally appointed to the Governing Body as Staff Governor. Kirsty Waddington was formally appointed as a Parent Governor and Catherine McLaughlin was formally appointed as a Governor. All three appointments were effective from 2nd December 2021.</p>	
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business</p> <p>None.</p>	
4. DECLARATION OF INTERESTS	
<p>4.1. 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>	
5. PENNINE VIEW SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 14th October 2021 were reviewed and approved.</p>	
<p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>5.3. Matters arising from the Minutes</p> <p>SM provided an update with regards recruitment and advised that a Teaching Assistant who recently left has reapplied following the recent advertisement. SM explained that interviews and formal recruitment processes will be adhered to.</p> <p>Thanks were extended to SM for organising the Governor Development Day.</p>	

6. ITEMS TO BE CONSIDERED

6.1. Headteacher Report

Governors received the Headteacher Report in advance of the meeting. Discussion/challenge was as follows:

SM advised of 126 pupils currently on roll, with the potential of one additional Y9 pupil joining Pennine View.

The school is making good progress towards its School Improvement Priorities. An external review of the school conducted by a serving Ofsted Inspector through B11, evidences good work has been completed on phonics and on the curriculum as a whole. The phonics approach is consistent although requires embedding which leaders are aware of. The curriculum is ambitious and there is clear reasoning as to why it is structured in the way that it is. School leaders need to capture in the ambition within the Self Evaluation Form (SEF). Given the feedback and evidence secured so far, the Leadership and Management judgement is a grade 2 (Good). Leaders know what needs to be done in order to strengthen school's position and provision. Implementation plans are underway following the feedback.

SM highlighted that she feels Pennine View are at the point where the vision and values need to be reviewed. However, Governors agreed it would not be sensible to address this until after the next inspection. It was agreed for this to be a consideration going forward. **A Governor queried if the present statement aligns with the new curriculum** and SM said yes it fits nicely, but it could be shaped differently and needs to be short, concise and to the point. It was suggested that this could possibly be an area of focus in the summer term Development Day. **The Governor queried if the monitoring of the vision and values lies with the Governors** and the CEO confirmed it does.

All staff have completed a Skills Audit specifically designed around the work of the school. Teachers and support staff had different versions linked to their respective professional standards. Results were collated and used to plan CPD for the year. Teaching and Learning meetings have been tailored to CPD need and school improvement activity. In addition, to invest in staff development the school operates a CPD afternoon on a Friday. CPD activity during this time has been Maths, Oracy, Phonics and Epilepsy training.

The school has received £23k of School-Led Tutoring grant and the Headteacher is due to attend a meeting to learn more about how to use the grant to best impact on pupils. SM has met with other Heads to discuss strategies and the plan is to provide capacity for English and Maths to support delivery and assist with upskilling.

SM provided an overview regarding the Health & Safety data and planned capital works or projects in school. The school has had the Art room converted into a classroom to accommodate the rising numbers of pupils on roll. Other work has also been carried out. The next plan is for all classrooms to be re-decorated and freshened up, starting with lower school and working towards upper school eventually. The Hall has also been re-decorated and LED lighting has been installed throughout school. The upgrading of the fire alarm system is ongoing.

Staff are going from strength to strength with succession planning within the Trust. Pennine View advertisements always receive a good response but all schools appear to be struggling with recruiting Teaching Assistants. Interviews are taking place Friday 10th December **and KAR volunteered to assist with these.**

Governors received the school's plan for INSET days for this academic year.

A Governor asked for more information regarding B11 and the CEO provided context. The review took place on 9th November 2021 and the focus was on reading and phonics. The Inspector could see the commitment and confidence but school need to work on delivery. Yesterday's training session was positive and effective. School are at the implementation stage of the curriculum and need to work on being secure with articulation of the curriculum.

A Governor queried if Ofsted were to inspect now, where we would be and SM provided context. **The Governor asked if this is supported with evidence** and SM advised school have the evidence they believe is relevant. Governors reflected on the previous inspection and the lessons learned, which informed the 'requires improvement' judgement. SM will be undertaking some work with former Senior HMI Nick Whitaker with regards to 'learning through the eyes of a child' and how school can stress test what they learn and the triangulation of data/understanding.

CC provided context regarding the Behaviour data and there was a discussion about lunchtime behaviour, which is really good. CC suggested inviting Governors to one of the Twilight training sessions and this was noted.

Governors received the out turn data reflections.

The school has one pupil who accesses Alternative Provision (AP) as a supplement to their placement at Pennine View. This placement is commissioned by DMBC and is included as part of their EHCP. Placement was sourced through the Headteacher and DMBC SEN team in conjunction with parents, following the Annual Review process. Placement at school was at risk of breaking down and an alternative learning pathway was needed to support our pupil to successfully complete Year 11 and be ready to transition in Post 16. **A Governor asked if we send work out for the pupil when not onsite at Pennine View** and SM advised no, it's totally different. **A Governor asked how long the pupil has been at the AP** and SM advised since April 2021. Pennine View are exploring longer term opportunities for this young person.

Governors were advised of three Fixed Term Exclusions (FTEs) involving two pupils. School have seen a reduction in positive handling across school and COVID has played a part in this but the message is well received and positive is absolutely the last resort because of the impact of the child.

CC provided an overview regarding Attendance, which is currently 91.6%, and Governors received the breakdown per area. PP and Y11 appear to be a concern but this is due to COVID. **A Governor asked about attendance awards** and SM explained this needs to be further considered.

Relish, began work on 1st November. Portion sizes have increased and there is a wider choice of main courses and deserts. The ordering and serving systems are taking some time to work efficiently at present, but feedback has been positive. **Governors have sampled meals, which they commended.**

This academic year school are having a Pupil Parliament instead of School Council and are joining with other Nexus schools to develop this. Pupil Parliament was launched at the beginning of Autumn 2 and included learning about parliament and government. Each class took part in debates on a variety of topics; this showcased work on the development of oracy skills. The culmination was the delivery of campaign speeches in front of the local MP Nick Fletcher and then each class voted for two Pennine View Parliament representatives.

Pupils at The Bridge are flourishing and undertaking the Bronze Duke of Edinburgh Award with an expedition planned later on this academic year.

The CEO commended SM's Headteacher report, which is a strong, positive reflection of the school and provides a good, clear picture of the journey the school is on.

The CEO clarified Page 3 because if Leadership & Management is graded as a 2 then so is Quality of Education and SM confirmed school need to strengthen the 'Good'.

The CEO queried Page 5 regarding subject leadership and asked if school could broaden subject areas and SM noted this.

A Governor suggested adding a date for baselining Oracy to demonstrate school are working towards this and SM agreed to do this.

ACTION 1: SM to add a date for baselining Oracy to demonstrate school are working towards this.

SM
03/02/22

The CEO noted the typo on Page 9 and confirmed the Trust INSET Day is 28th February 2022.

The CEO commended the transforming picture with regards behaviour data.

The CEO commended Page 16 with regards an older sibling supporting a pupil in school.

The CEO queried Attendance on Page 18 and asked for COVID related illness to be extracted from the data, as a subset.

ACTION 2: COVID related illness to be extracted from attendance data.

SM
24/03/22

The Chair queried LM9 on Page 5 and the areas for development and SM referred the Chair to the Safeguarding Report.

<p>6.1.1. Appendix 1 - Updated SIP</p> <p>It was agreed for SM to add page numbers and hyperlinks to the SIP. ACTION 3: SM to add page numbers and hyperlinks to the SIP.</p> <p>6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report</p> <p>[PK joined the mtg at 10:42] and provided an overview of the Health & Safety and Competent Person Report.</p> <p>Following a steady rise of COVID cases over the beginning of Autumn Term 2 school have re-introduced the wearing of face masks in communal spaces and reiterated the importance of regular handwashing and social distancing where appropriate, as per the outbreak management plan. School has kept families regularly updated and liaised with the Trust at all times. Testing will be carried out on-site upon return in January 2022.</p> <p>PK explained about the new accident reporting system and advised that the iPad system is not used for the staff accidents.</p> <p>PK provide an update regarding the wellbeing of staff. One member of staff has been off long term has completed an Ill Health Retirement assessment and has subsequently left their employment at Pennine View. School currently have one teacher off long term with an underlying health condition. This staff member is being supported in accessing an occupation health referral. The Enhanced Wellbeing package continues to offer staff an essential lifeline of support in areas such as confidential medical advice and counselling support.</p> <p>The Caretaker position has been re-advertised with more interest received this time.</p> <p>PK has met with Chubb Fire and Security over the October half term holiday to discuss an upgrade of the fire alarm as per ProActive H&S audit recommendations.</p> <p>School are getting a defibrillator to have on-site.</p> <p>PK spoke about Relish, the new catering contractor. Generally feedback is positive and a Parent Governor provided feedback.</p> <p>[PK left the meeting at 11.04].</p>	<p>SM 03/02/22</p>
<p>6.1. Safeguarding Report</p> <p>Governors received the Safeguarding Report and SM explained she has assumed the role of Designated Safeguarding Lead (DSL) and Heather Partington is dealing with Curriculum and is Deputy DSL.</p> <p>Online Prevent training provided by The Key has been completed by all staff, including new staff and those returning from maternity leave. Information about Prevent and the Channel Panel is available in the staffroom and by contacting the DSL.</p>	

<p>Regular safeguarding briefings are distributed to all staff and school have subscribed to the Andrew Hall package, as well as delivering face to face and online updates/training.</p> <p>School have worked hard to upload information on CPOMS with regards the Single Central Record (SCR).</p> <p>The B11 review confirmed compliance with RSEH and PSHE.</p> <p>A Governor asked about the parent/carer questionnaire with regards homework issues and SM advised this will be addressed. SM explained that video footage is being explored to assist parents/carers. Where requests are received for homework then it is provided. Reading books/bags have been purchased for lower school. The Governor queried if home school diaries could be provided as an option and SM explained that the dojo is used to facilitate this, which is free, whereby diaries would have a cost implication. The Chair asked if the questionnaire is carried out every year or term and SM advised termly.</p> <p>The Online Safety policy has been reviewed/formally approved by the Trust Review Panel and is available on the school website.</p> <p>The Chair asked what Operation Encompass is and SM advised domestic violence.</p> <p>There has been an increase of 3 pupils in receipt of a Child Protection Plan (CPP) since the last report</p> <p>The Chair asked of any safeguarding issues within local community and SM advised that Neighbourhood Police Officers have delivered a session on knife crime by classes.</p>	
<p>6.3. LAC Report</p> <p>Governors received the LAC Report. There are four 4 LAC and The Bridge is having a positive impact on one student. All are on target and attendance is good. PEPs are all in place. One LAC has had a high turnover of Social Workers and the Children's Trust are aware of this and trying to make improvements.</p>	
<p>6.4. Community Voice Report</p> <p>Governors received the Community Voice Report and discussed Pupil Parliament at agenda item 6.1.</p>	
<p>6.5. Budget Monitoring Report</p> <p>Governors received the Budget Monitoring Report, for information purposes, which the CEO overviewed. SM explained that school may need to explore a new minibus.</p> <p>[CL left the meeting at 11.24].</p>	
<p>6.6. Teacher Pay and Appraisal Review</p> <p>[NE left the meeting]</p>	

Governors received the Teacher Pay and Appraisal Review. The CEO overviewed the process and will sign off as Accounting Officer.	
6.7. School Dates for 2022/2023 It was agreed for this agenda item to be deferred to the next meeting, as school are consulting on the autumn 2022 half term break.	
7. GOVERNANCE MATTERS	
7.1. Governors to complete Activity Log Governors were reminded to email any activity to clerkingservices@nexusmat.org	
7.2. Trust Verbal Update of Key Issues The CEO provided relevant updates on B11 earlier in the meeting.	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business agreed by the Chair None.	
9. CONFIDENTIALITY & RISK	
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.	

10. DATES OF NEXT MEETING	
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Thursday 24 th March 2022	09:30 – 11:30	Pennine View School	Business Meeting
Thursday 12 th May 2022	09:30 – 11:30	Pennine View School	Quality of Education
Tuesday 28th June 2022	16:00 – 19:00	Craggs School	Leadership Summit
Thursday 30 th June 2022	09:30 – 11:30	Pennine View School	Business Meeting

Minutes approved

CHAIR	SIGNATURE	DATE