



Newstead Wood School Part A Minutes of Local Governing Body meeting Held at the school on Tuesday 17th May 2022 at 6.30pm

Naureen Khalid (NK)	Appointed Governor, Chair	Absent
Jonathon Capon (JC)	Appointed Governor	Absent
Ade Fasusi (AF)	Appointed Governor	Present
Sol Ako-Otchere (SO)	Appointed Governor	Present
Steve Penny (SP)	Appointed Governor, Vice-Chair	Present
Eileen Xiaoyu Zhang (EXZ)	Parent Governor	Present
Jenny Wilkins (JW)	Appointed Governor	Present online

In attendance:

- Alan Blount (AB) - Headteacher
- Sarah Sword (SS) - Deputy Headteacher
- Jo Addison (JA) - Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
1.	<p>Welcome and Apologies for Absence</p> <p>The Vice Chair welcomed everyone to the meeting due to the absence of the Chair.</p> <p>Apologies had been received from NK which were accepted.</p> <p>JC was absent. Apologies were received after the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest in agenda items.</p>	
3.	<p>Governing Board Business</p> <p>There were no vacancies on the Governing Board, and no terms of office due to expire.</p> <p><u>Governor Training</u> JW was interested in booking on to a Safeguarding course in July. JA would follow up to ensure the booking was made.</p> <p>AF attended the SEND network meeting.</p> <p><u>Chair's Update</u> There was no update due to the absence of the Chair.</p> <p>No Chair's actions had been carried out.</p> <p><u>Governor Visits</u> AF had visited the school and met with the Head, Deputy Head and SENDCo. It was clear from the visit that robust practices and processes are in place with SEND profiles, student support and counsellors. All students have access to</p>	

	<p>wellbeing workshops. The visit included meeting with students one of whom has SEND needs and is thriving at the school.</p> <p>The SENDCo is working to further raise the profile of SEND and further improve early identification of needs.</p>	
4.	<p>Minutes of the meeting of 22nd March 2022</p> <p>The Part A and Part B minutes from the meeting held on 22nd March 2022 were AGREED to be a true and accurate record of the meeting.</p> <p>There were no matters arising from the minutes</p> <p>Update on Actions: There were no actions to update.</p>	
5.	<p>Report of the Headteacher</p> <p>Governors had received a written report. AB drew attention to the following points:</p> <p><u>Recruitment</u></p> <ul style="list-style-type: none"> • The school is at the peak time for recruitment and curriculum planning. • A DT teacher has just been appointed and a third Psychology teacher has been employed taking the department to three which will support Psychology in the Sixth Form. • The quality of applicants for science posts as not been high enough so there are vacancies. The school would rather carry these forward than appoint lower calibre candidates. • One teacher who had been secured withdrew their application recently. • The school has looked at all possible avenues to secure the right staff for Newstead but there is known to be a shortage of science teachers and science trainee teachers. • Two members of staff who were on long term sick leave have now left. • The Sixth form now has a non-teaching Head of Year 13 who is key to raising standards and attendance and as they are not in class, they are able to respond more quickly to issues which arise. Due to the success, a non-teaching Head of Year 12 will also be put in place. <p><u>Curriculum changes</u></p> <ul style="list-style-type: none"> • Double science is not being offered to Year 10 as only 8 pupils opted to take it which is not sustainable. • Music and German are being run with small numbers as they can be supported by the greater number of pupils in the Sixth Form. • Teaching time in Year 12 is to be increased from 4 to 5 hours which is expected to make a big difference. <p><u>Attainment</u></p> <ul style="list-style-type: none"> • Year 13 are predicted to achieve 76% A*-B grades at the end of T2. As grade boundaries are unknown the school has applied a high standard to the marking of mock exams. • Year 11 are predicted to achieve 84% at grades 9-7 at the end of T2. • The overview of Years 7-11 shows where all year groups are. Data can be tracked backwards and predicted forwards for all cohorts. <p><i>Q: Was a profile of students taken at the start of the year?</i> There is a baseline set using MidYIS which can be used when tracking the cohort.</p>	

The school also measures itself against other schools.

Q: Do patterns in cohorts level off as they progress through the school?

Yes, but there can be variations of a few % either way. In Year 12, more than half of the year is new to the school which has an impact on data.

Q: Has any information been released on grade boundaries for this year?

A: No, there is little information. The school has set high expectations in all Year 10-13 exams.

Under the JCQ guidelines, schools are prevented from discussing exam papers on social media so there is no general opinion on the difficulty of papers so far.

The school continues to look at interventions, but the journey through them is working at present. Trends over time have been monitored for gaps arising due to Covid and those arising supported, particularly in Key Stage 3.

Achievement in Maths is a national concern. Tutoring will be kept in some form for next year particularly for Year 7 and 8 who are weaker in their Grade Profile.

Q: Are there more vulnerable students in Years 11-13?

A: Students start to show their vulnerabilities as they get older and have become more empowered to come forward due to the movements of the last few years. The world has changed but issues are addressed as part of the day-to-day operation of the school for example in PSHE.

Q: Pupil attendance is low in some year groups, is this a concern?

A: There are no real concerns, and it has been discussed with the Trust. As there is no study leave this year, many students are opting to work at home and so are marked absent. All students are expected to turn up for exams and are being encouraged to attend school.

Q: Is it possible to get science trainees from United Teaching?

A: The school asks for as many trainees as possible. UT assign students and the funding for subjects changes. Last year, two trainees were paid for by UL and the school pays the other two. Science is always funded, but the others can be hit and miss.

There have not been any Science trainees for next year.

Relationships have been formed with Roehampton, Sussex, UEL, Goldsmiths and the Dulwich SCITT but candidates have to be of a high standard. There is a national issue in teaching recruitment.

The school tries to commit to keeping trainees on and has two year one ECTs from last year's scheme.

Estates

AB reported that work has begun on the temporary music block.

DC2 Summary by Department

Governors noted the report. There were no questions.

ACE Careers Programme

The programme is good, and the school has been impressed with the Careers advisor (Abigail Brown) who has ensured that the Gatsby Benchmarks are met.

The programme rolls through the years providing a consistent offer.

Career Plan by Year Group

The programme will evolve with more offered lower down the school in a clear development of the plan.

Student Careers Survey

Feedback on the careers support has been obtained and is being reviewed. The school felt the feedback was fair.

JW noted that Property and Surveying and Engineering are large areas of work with many subsectors which could be explored.

AB noted that if areas are broken down into more specific jobs, there are risks that sessions will only be attended by a small number of pupils, so they are kept broader for younger pupils.

Q: Are interview skills tested on and offline?

A: Yes, regularly in the Sixth Form including online interviews as this is how many Universities are carrying out their interviews. Alumni are being used to support interview practice.

Q: Are students encouraged to consider broad routes in to careers and apprenticeships?

A: The school provides support for all options and has recently celebrated degree apprenticeships in the newsletter.

Students carry out extra-curricular work and run their own business to supplement their applications. Lots of students tutor and some work in hospitality.

SO was surprised that a result of the survey was students struggling to see the relevance of Physics to future careers paths as it is well regarded in finance and computing industries.

SS reported that the school has more students going on to study a range of engineering subjects at university.

Q: Are students to find in person and virtual work experience?

A: Students find their own placements but with support from the school who send out opportunities. The careers department share information and ensure underrepresented groups are included.

SP reported that the Government is looking to ensure EDI in Cyber security apprenticeships.

AB noted that the school is only one term on from operating in bubbles and that many career learning opportunities have not been able to operate at full strength yet.

Budget Report 2022-23

- The budget has been drawn up in line with the budget assumptions set by United Learning and has been approved by the Trust.
- The budget forecasts a surplus for 2022-23.
- Income has been increased by 2% but this will be offset by increases in expenditure due to inflation.
- There are risks that income will not meet costs, particularly in areas such as energy costs.

- AB noted that the costs of energy are managed centrally by the Trust and the figures are increased by a set % dictated by the Trust.
- There is not perceived to be a risk that pupil numbers will drop at Newstead Wood.
- All extra teaching costs are included in the DfE funding statements.
- Our PAN has been increased from 160 to 168 for the past two years.

Q: Are staff salary costs still high?

A: There is an experienced staff body with historically high salaries and pay increases are awarded to most staff every year.

Trust pay scales are enhanced compared with national scales. A non-teaching staff freeze had been applied until an increase was agreed in late March 22 for back payment to April 21.

Q: Does the school have the discretion to pay higher for the right science teacher?

A: The school would prefer not to, but there is an option to apply a recruitment and retention bonus. As there are no suitable candidates agency fees are also being paid to try and recruit.

Governors APPROVED the 2022-23 Budget

T2 Minutes

The meeting was held in January prior to the Ofsted inspection, but the minutes were delayed.

A T3 meeting will be held in June.

No R&S meeting was felt to be required due to the inspection.

Quality Assurance Report Spring 2022

The report presents a picture of life in the school. A report is produced every term which showcases specific areas each time.

The school is aware that there may be a risk of complacency following the Outstanding Ofsted report, and the school must ensure that it continues to celebrate what it does well.

SDP 2021-22

- Progress towards targets is good.
- Some areas have been postponed, and amber areas are not where the school would like them to be.
- The Sixth Form risk has been reduced by the staffing changes.
- There is a focus on literacy and using tier 3 vocabulary, but there is a need to make it more explicit.
- The school is more 'back to normal' every day and putting more activities back into school life.
- Uniform expectations have been raised, but there are still a few students wearing trainers.
- Leavers' day is no longer 'muck up day' and was celebrated in the way the school felt is appropriate.

Q: Are there plans for Parents evening to go back to face to face?

A: No, virtual it is the new normal now. It has proved easier for staff and many parents although the school needs to provide opportunities for parents to come to events at the school.

	<p>School Cloud will be used which is a good system which includes a timer system for appointments. Attendance at parents' evenings has improved since going online.</p> <p>Attendance in the Sixth form is being closely monitored. The judgement of Amber may be quite harsh but with the new Head of Year in place monitoring is required to see a sustained improvement.</p>	
6.	<p>Standing items</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • An update was included in the Headteacher's report. • SS reported that there are now opportunities to look at early interventions. • The school is working with Bromley, Lewisham & Greenwich Mind and London Young Counselling who provide valuable support. • The support room is growing and the new SENDCo is having a good impact already and is far more proactive. • Pastoral events have an impact on safeguarding with students showing they can make a difference. £1000s were raised by selling ribbons for Ukraine. • There are also food sales and cultural events which are more cohesive and collaborative. Celebrating as many identities as possible enhances wellbeing. • Older children are attending more parties outside school and life is more normalised. • There is a long waiting list for CAHMS but Bromley Y are being more involved to try and bridge the gaps. • External provider is providing a support session for parents with all invited to attend. Parents of SEND pupils will be encouraged to attend. • It has been difficult to get good attendance at sessions. <p><i>Q: Could the school offer training which is both in person and online?</i> Yes, although sensitive subjects are often better covered in person, and it is important that the training is being offered.</p> <ul style="list-style-type: none"> • Friendship issues are starting to resolve themselves with greater interaction in extracurricular activities and more pushback from the school with restorative work being undertaken. <p><i>Q: Are there any trends, for example in ASD students?</i> A: We continue to work to support students to develop peer to peer relationship. Year 7, in particular have been more overtly supported due to the impact of covid and disrupted transition from Primary school.</p> <p><i>Q: Has training on Parental controls been offered to parents?</i> A: E-safety is covered every week but not delivered more specifically for parents which can be followed up. The school has acted to ensure staff wellbeing is protected.</p> <p><u>Health and Safety</u> The school is managing the building of the music block with fire escapes rerouted and a dynamic risk assessment put in place.</p> <p><u>GDPR</u> There were no GDPR issues to report.</p>	

7.	Policy Documentation There were no policies for review.	
8.	Confidential matters <i>No items are reported in the Part B minutes</i>	
9.	Any other business <i>Q: How is the fundraising going?</i> A: It is going well, and it is hoped the funding for the library project will be signed off soon. <i>Q: EZ is planning to visit the school and asked what areas of the curriculum governors would like her to focus on?</i> A: Governors suggested that she should focus on science and maths.	
10.	The date of the next meeting was confirmed as Tuesday 21st June 2022 at 6.30pm. The meeting closed at 8.00pm	

Action Points

Outstanding Actions and Actions arising from Newstead Wood Local Governing Body

No:	Action	By	When	Status
17 th May 2022				
	There were no actions			
22 nd March 2022				
	There were no actions			
25 th January 2022				
8	JA to ensure the Governor information on the portal and website is updated.	JA	ASAP	Closed
9	AB/JW/AF to arrange a visit to the school	AB/JW/AF	ASAP	Closed
10	JA/NK to forward information on induction training.	JA/NK	ASAP	Closed
30 th November 2021				
4	JA to add the training log to SharePoint.	JA	ASAP	Spreadsheet added to SharePoint. Closed.
5	JC to propose dates for a H&S meeting.	JC	ASAP	Closed
6	AB to provide an update on PSHE at the next LGB meeting	AB	January	Included in HT report. Closed.
7	JA to rearrange March 2022 meeting date if possible	JA	ASAP	Meeting date changed. Closed.

Signed: _____ Print Name: _____
Chair of Governors

Date: _____