

Minutes of the Interim School Development Board Meeting
held on Monday 4th March 2024 at 6:30pm in Marling School

Present: Jane Exworthy (JE, Chair), Steve Kneller (SK, Interim HT), Ayo Jimmy (AJ), Jo Roberts (JR) & Alison Campbell-Black (ACB, Vice-Chair)

In Attendance: Hannah Kelly (HK, Clerk), Holly Bedford (HB) (until 20:20)

Apologies:

Absent:

Key
*Governor support, questions, and challenge
**Responses

1. Welcome

JE welcomed everyone to the meeting and reminded them of the confidential nature of what is discussed in ISDB meetings.

2. Apologies

There were no apologies – all committee members were present. The meeting is quorate.

3. Declarations of Interest

There were no declarations of interest.

4. Agreement of minutes from the previous meeting

Minutes from the meeting dated 19th February 2024 had been circulated to the committee prior to this meeting. The minutes were agreed to be an accurate representation of the meeting.

➤ *The minutes were proposed by JR; seconded by AJ; and unanimously approved.*

5. Matters Arising & Action Points

5.1 Action Points

ISDB04: Complete

ISDB12: Complete

ISDB13: Ongoing

ISDB14: Ongoing

ISDB15: Complete

ISDB16: Complete

ISDB17: Ongoing

ISDB18: Ongoing

ISDB19: Ongoing

ISDB20: Ongoing

ISDB21: Ongoing

ISDB22: Complete

ISDB23: Ongoing

ISDB24: Complete

ISDB25: Ongoing

ISDB26: Ongoing

ISDB27: Ongoing

ISDB28: Ongoing

5.2 Matters Arising

A succession plan for the ISDB to transition into an SDB was discussed. It was agreed that ACB would approach her contact and SK to ask KH to approach hers to see whether they would be interested in meeting with SK/JG and JE about the possibility of joining the ISDB/SDB.

- **Action (ISDB29):** SK & ACB

A governor raised the issue that it would be necessary to think about the timing for the SDB transition to link in to external reviews so the governing body is able to sufficiently support the school with any review. SK to investigate potential timescale issues.

Action (ISDB30): SK

*A governor questioned whether there has been any movement on the mobile phone policy, given parent feedback and government guidance.

**SK explained that the DfE guidance is guidance only, but it is important to make a change. This has been discussed with JG, the incoming HT, and there are plans change rules in T5 to start to break habits, embedding a new way of working in T6, with a full rollout in September 24.

SK to ask KH to attend the next ISDB meeting on the 18th March to give an update on the action plan from the recent safeguarding audit. HK send her a teams meeting invitation.

Action (ISDB31): SK/HK

6. Curriculum Update from SRIP Actions (Confidential Paperwork)

Paperwork was circulated to governors prior to the meeting. Holly Bedford attended the meeting with a detailed presentation about work which has been undertaken on Teaching & Learning and CPL along with plans for the coming months.

HB outlined a two-year programme with the Teacher Development Trust. Funding has already been secured through the PSA and from PP budget.

*A governor asked how long it would take to impact every teacher in school.

**HB replied that there is a diagnostic review, following which a core group of 12 teacher would then be trained. Timescales would depend on when the membership could start from, but it could be as early as Term 6

*A governor asked how The Teacher Development Trust assesses whether the school is ready for coaching.

**HB explained that they are a hugely experienced team of ex-HTs and CEOs. They undertake a school visit and assess how open staff are joining the programme. It will not happen if they think the school is not ready; if that is the case, the TDT will work with us to help us get to that stage.

*A governor asked what has to happened for HB to proceed with this project.

** HB stated that the ISDB and the CEO need to agree to it. She added that she has already spoken to SK about the programme and he has taken this to the CEO.

*A governor asked how HB thought staff would receive the idea of another review.

**HB explained that this is different as it isn't about teaching & curriculum, it is about the culture within school.

* A governor asked whether the timing was right, given that there has been so much change and more to come with an incoming HT. The initiative sounds like a great idea, but the element of timing needs to be considered. If this opportunity was not taken at this point, HB was asked what the alternatives would be.

** HB agreed that there has been a lot of change, and that timing was a valid point. If it was not possible to do this, she felt she would get some specific training delivered on particular aspects.

Following discussion, governors agreed that purely from a cost perspective, the TDT membership would be more cost effective as it provides a whole package and trains up members of staff in the process.

*A governor asked if PP funding was used for this project, what wouldn't it be spent on?

**HB explained that it is not possible to answer this question now as PP funding is spent depending on the needs of the children. It is hoped that the training would raise teaching standards and therefore reduce the need for additional interventions for PP children.

*A governor asked how SLT would deal with teachers who are not open to coaching

**HB replied that there are oversight meetings and regular conversations with HoDs. HoDs have been trained to support a coaching ethos and with their help it is possible to achieve positive outcomes. The performance management and/or discipline process can be used if it is not a capability issue but a lack of desire to engage. If staff are unable to improve with coaching and support, then it would become a capability issue.

*Governors asked about metrics and evidencing, and how success would be measured.

**HB replied that this could be obtained through pupil, staff and parent voice, learning walks, lesson visits, and over a longer period of time, results

*Governors asked whether any targets have been put in place?

**HB answered that these are not in place at the moment. She added that the quality assurance of learning walks are more quantitative in other schools. It is not possible to alter this now, but measurements will be developed over time with TDT.

SK asked the committee whether they felt they had an understanding of what HB is trying to achieve and whether they feel that this is value for money. If governors are in agreement, SK will propose this to the CBAT CEO to see whether the Trust will support the initiative. It might be that it becomes Trust-wide, led by Marling.

Governors were broadly supportive of the TDT; they felt it is good value for money and funding has already been agreed. Support from an external source was felt to be advantageous. If staff receive coaching to be their absolute best, this must have a positive impact on the students' learning. It was agreed that SK should take this proposal to the CEO for approval.

HK to email HB to ask her to resend details to the ISDB about joining The National College.

- **Action (ISDB32):** HK

Governors requested that if this project did go ahead, that HB feeds back to the SDB after the first year.

- **Long-term Action (LTA01):** HB

➤ *HB left the meeting at 20.20*

7. Draft SDP & SEF (Confidential Paperwork)

The draft SDP and SEF were circulated to governors prior to the meeting.

SK explained the work the SLT have undertaken on the SDP. The timescale is from now until the summer holidays. Jules Godfrey, the incoming school principal, can then use this as a basis to develop an SDP for the next year and beyond.

*A governor asked whether there were any other areas of school life that could have been one of the top three priorities but didn't make it onto the list

**SK replied that 'development of leadership' was also an option, but this was felt to be a more medium-term objective over the coming year, rather than something which needed a focus before the end of this school year.

The final version of the SDP (for T5&6) will be ready to share with governors at the next meeting. JE will undertake a school visit after Jules Godfrey has started her role as Principal.

Action (ISDB33):

8. Policies Update

The Fire Risk Management Policy was circulated to the committee prior to the meeting.

*A governor questioned whether there were an adequate number of trained staff across the site.

****SK confirmed that all staff have been briefed on general procedures. Staff marshalls have received additional training.**

Personal Emergency Evacuation Plans were discussed and governors requested the following information:

- When are the PEEPs done for temporarily immobile students?
- What procedures are in place?
- Where are the PEEPS stored?

HK to ask Katie Hughes to feed back on PEEPS at the next ISDB on 18.03.24.

- **Action (ISDB34):** HK

➤ *The policy was proposed by AJ; seconded by ACB and unanimously approved.*

Governors asked HK to circulate the spreadsheet of policies and review dates.

- **Action (ISDB35):** HK

9. Any Other Business

9.1 SDB meeting Minutes

A request was received from a parent to see the minutes from the meetings held on 29th June 23 & 13th September. The minutes from these meetings had not been ratified by the committee prior to the SDB being disbanded. In the interests of transparency, ISDB members who were also on the SDB at this period, agreed to review and ratify these minutes so they can be made available to the public.

- **Action (ISDB36):** ACB, JR, AJ

9.2 Subject Review Dates

Following the last SDB meeting, Andrew MacDonald confirmed the following weeks for subject reviews:

- w/c 15.04.24
- w/c 22.04.24
- w/c 17.06.24
- w/c 01.07.24

Subjects and precise dates will be confirmed 2-3 weeks prior. Members of the ISDB are welcome for as much as they can manage.

9.3 School Trips

School Trips and the process for governor involvement in the sign off process was discussed. A plan of proposed trips throughout the school is being collated and will be shared with governors as an overview of proposals.

9.4 Feedback on School visit

JR recently supported the English subject review session and shared her feedback with the committee.

9.5 ISDB T5 Meetings Dates

HK to propose potential meeting dates for agreement at the next ISDB.

- **Action (ISDB37):** HK

The meeting ended at 21:00

Meeting Schedule

- Monday 18th March, 6pm, on Teams - Mock exam data Rob Reid (SEND data from Carrie Wittke)