

Minutes of the Interim School Development Board Meeting
held on Monday 29th January 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), Carrie Wittke (CW, SENCO) (until 19:45)

Apologies:

Absent:

1. Welcome

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

JE explained that since the last meeting Nicki Wadley has resigned from the Trustees and therefore the ISDB, due to increasing work pressures. The incoming Director of Policy & Governance will step into her role as a Trust representative on the ISDB.

It has highlighted that NW was the Safeguarding link governor and this role will need to be filled as a matter of urgency.

2. Apologies

There were no apologies – all committee members were present.

3. Declarations of Interest

There were no declarations of interest.

4. Agreement of minutes from the previous meeting

Minutes from the meeting dated 15th January 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 AJ; seconded by JR; and unanimously approved.*

5. Matters Arising & Action Points

ISDB04: Ongoing

ISDB12: Amended. Katie Hughes (KH) to update the ISDB on outcomes from her safeguarding review. JE to take on this action from NW and report back to the Trust following feedback from KH.

6. SEND Update from SRIP Actions Confidential Paperwork

Carolyn Wittke attended the meeting to update the committee on the SEND team, their work and current training. A written summary was provided.

Q: What is the plan to provide CW with more SENCO time?

A: An advert has been put out for an English teacher to cover her teaching commitments.

Q: Is there a shortage of English Teachers?

A: It's a bad time of year to recruit. It has been agreed in principle that CW's teaching hours will be reduced so that she can focus on the SENCO role, it is just a question of recruiting for that possibility.

Q: Have we agreed a budget for TA recruitment?

A: The SEND funding structure makes this more complicated. KH & CW are working on a way forward. We need at least one additional staff member irrespective of funding, but it might be possible to have additional TAs if we can make savings elsewhere. This is unlikely to happen until September.

- Q: Do we have more needs at Marling than the other Glos grammar schools?
- A: We do have more MyPlan+ and EHCPs, but not significantly more so. However, the students are presenting differently; some schools have predominantly social and emotional needs, we have more ASD and ADHD.
- Q: Is the presentation in grammar schools different to secondary education in general?
- A: Yes and no - I don't think the presentation is so different. However, we don't have the same severity of need as our students are high functioning and our numbers are smaller.
- Q: How many students are considered 'high risk' and discussed in the weekly meeting?
- A: Typically we discuss the top three in the hour's meeting.
- Q: By increasing your SENCO hours, will you be able to reach more children? Is there an additional need you don't have the capacity to look into?
- A: It will help with the early identification of need in Y7,8,9 There is no capacity for that now as it is labour-intensive to get a bigger picture of their need.

Governors acknowledged that SEND was a strength in the external review, but that the ISDB needs to ensure the team has the tools to enable the team to reach their full potential.

Governors questioned about how teaching staff adapted their lessons to suit SEND children. CW gave case studies about how lessons have been tailored to suit individual needs. The use of laptops throughout school was discussed.

The governing body thanked CW and her team for all their efforts and hard work. The ISDB are supportive and will try to facilitate more time and space for them to concentrate on SEND students throughout school.

CW gave governors an open invitation to come into school, to meet the team and see their work in practice.

The committee discussed what they had heard and requested the following actions at the next meeting:

- an update on staffing and progress with freeing up additional time for CW.
- Update on Y11 SEND data.
- Outcomes for KS3,4 and 5 for attendance, performance and progress.
- Data on involvement of SEND in enrichment activities.
- An update on the relocation of resources to this building and impact of this change.
- An update on how CW is using her time to check that teachers are meeting need.

➤ *CW left the meeting 19:45*

7. SRIP Update

Leadership & Management

SK circulated a written report of how actions have been addressed; he discussed the items in the report in more detail.

- Q: Are we confident we can demonstrate that our SEND offering ensures there are no inequalities?
- A: We have made improvements, but more work needs to be done to be able to evidence this.
- Q: Until this update, what specifically has been done about it?
- A: Not enough, as Carrie doesn't have the time. We need to use the on-call rota for SLT to drop in on all lessons if possible, targeting the lessons with SEND students to check their needs are being met.
- Q: What can be done about teachers who are not stretching the children?
- A: They are not inhibiting learning but remains an issue. We need to change the learning by starting with the written curriculum and increasing the challenge... this will filter down. The new elements of learning being implemented has challenge at its core.

Governors asked SK to provide a review of what skills sets (if any) are missing from the SLT at his last meeting before the new Principle, Mrs Jules Godfrey, takes over after Easter.

- **Action (ISDB13):** SK

8. Policies Update

The following policies had been circulated to the committee prior to the meeting.

- Careers Policy
- CEIAG - Provider Access Arrangements

➤ *Subject to minor amendments, the careers policy and provider access arrangements were proposed by JR; seconded by AJ and unanimously approved.*

HK informed the committee that all current Marling policies (pdf & word) have been uploaded onto iAMCompliant.

All Marling policies have been updated on the Marling website. A sentence has been included on the policy page to direct people to the CBAT website for CBAT policies, so these won't need to be updated on the Marling website.

HK to create a header page for all Marling policies.

- **Action (ISDB14):** HK

9. AOB

9.1 Staff / topic representation at meetings

- Monday 19th February – on Teams - Katie Hughes on Safeguarding update & Andy MacDonald on Curriculum
- Monday 4th March – in School – Holly Bedford on Curriculum & Steve Kneller on Draft SEF and Interim SDP
- Monday 18th March – on Teams - Rob Reid on Y11/13 mock data. (Carrie Wittke to send data on mock results for SEND in advance of the meeting)

9.2 Meeting start time

The following was agreed:

- In School meetings to start at 6:30pm
- Teams meetings to start at 6:00pm

9.3 Send & Safeguarding link governors

JE asked governors to consider whether they would be interested in undertaking the SEND and/or Safeguarding link governor roles. This will be discussed/agreed at the next meeting.

Jo Roberts indicated that she was interested in SEND.

JE to look how to recruit for the ISDB, in particular for a governor with safeguarding experience.

- **Action (ISDB15):** JE

9.3 In-Year Admissions tests

Two students are sitting an in-year Test on Wednesday 31st January. Governors were requested to look out for Steve Kneller's recommendations towards the end of the week for a quick approval.

The meeting ended at 20:40