

PRESENT:

Andy Baker	AB
Jo Perry	JP
Sarah Watkins	SW
Kate Carter	KC (left at 17:00)
Cheryl Bailey	CB (arrived 16:25)

IN ATTENDANCE:

Sarah Simpson, Your Clerk™	SS
John White	JW
Rachel Rous	RR
Nigel Soloman	NS

ITEM		ACTION
1.0	WELCOME & APOLOGIES	
	<u>APOLOGIES</u> Matthew McLouglin-Parker	
2.0	DECLARATIONS OF INTEREST	
	<ul style="list-style-type: none"> NS declared an interest as Director of <i>Bennington Green Ltd</i> SW declared an interest as Director of <i>Complete Coherence Ltd</i> 	
3.0	ELECTION OF CHAIR & VICE-CHAIR	
	<p>At the meeting, SS invited nominations for the roles of Chair and Vice-Chair of the School Development Committee for Delta Education Trust.</p> <p>DECISION: JP nominated AB as Chair of the School Development Committee for Delta Education Trust. This was seconded by SW, this was unanimously agreed.</p> <p>DECISION: AB nominated KC as Vice-Chair of the School Development Committee for Delta Education Trust. This was unanimously agreed.</p>	
4.0	MINUTES OF THE PREVIOUS MEETING	
	The minutes were agreed as an accurate record of the meeting.	
5.0	MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)	
	<p>KC and AB have both raised the matter of no provision for KS2 exclusions at the next PSA Committee meeting on several occasions.</p> <p>CB to ask her husband to email JP regarding becoming a School Director.</p> <p><u>AUTISM SPECTRUM CONDITION AT COPPICE SPRING SCHOOL</u> JP reported that last year the first teaching group for autistic children was opened; it has been very effective, so we have opened a second group. The hope is to continue to build the provision year-on-year.</p>	CB

	<p>DIR Q (AB): How many students? Six in KS4 and there were five in KS3, with another three to come.</p> <p>DIR Q (AB): Are they local or travelling a distance? Both.</p> <p>JP reported that we are planning conference with new Director Kate Ripley facilitating. No date has yet been set, but it will take place in the Summer term. SW offered to provide a workshop on parent perspective.</p> <p>DIR Q (KC): Who will the conference be open to? Anyone; secondary and primary.</p>	SW
6.0	NOTIFICATION OF AOB	
	None	
7.0	EARLY INTERVENTION PROJECT AT TQS (LEARNING POINTS)	
	<p>JW reported that this item will be presented in greater detail at the next TQS LGB meeting. JW presented Directors with a summary update, advising that students have been in school for varying times. JW has also been advising other secondary schools on how best to support these pupils on a strategic level, including the set-up of inclusion units.</p> <p>JW reported that we have also been sending staff out to work with students at secondary schools that have been identified as 'at risk' to avoid them coming to us.</p> <p>JW presented Directors with graphical data on the number of exclusions, which is on target for the current period.</p> <p>DIR Q (KC): In what months do we see the peak in? The January census; this time normally sees a peak in exclusions.</p> <p>JW reported that the two biggest drops we have seen are in the two schools for whom we are providing consultancy</p> <p>DIR Q (KC): Are there any particular year groups affected? JW has just started to analyse this, and has not yet identified any trends.</p> <p>JW reported that the allocation of funding for the various aspects of the programme needs to be adjusted to reflect increased outreach demands and decreased in reach; this has been discussed with the local authority. JW advised Directors on a new way of working to support pupils and schools in managed moves. Protocols are required and are currently in development.</p> <p>DIR Q (KC): Is there still a twelve week period for managed moves? This is not quite formalised as yet.</p> <p>JW reported that we have proposed to the local authority to increase the 'outreach pot' to provide monthly funding, enabling us to employ staff to support managed moves. JW confirmed that currently, this work is just at secondary level, not primary.</p>	

	<p>DIR Q (SW): Was the funding allocation for the original project to cover costs senior and less senior personnel? It was a mixture. We now know that we will have fewer in reach pupils, so fewer staff will be required. JW advised that there will be no additional funding received; some of the original funding will now be re allocated to outreach.</p> <p>DIR Q (KC): How many local schools now have inclusion units? Two.</p> <p>DIR Q (SW): What is the impact on staff? All staff are doing the 'normal job', plus this work on top. We have waited some time for this opportunity and staff are determined to make it work.</p> <p>JW and JP advised that there is plan in development to offer provision at primary level.</p> <p>DIR Q (CB): What are we doing with pupils on part-time timetables? There is now a Government drive for children missing education (CME); the local authority is currently recruiting for a member of staff to monitor this.</p>	
8.0	OUTDOOR SCHOOL	
	<p>JW reported that we have successfully recruited staff members for the Outdoor School; a learning mentor and an outdoor instructor. Both are working to develop the outdoor activities group. Although still in its infancy, the early signs are positive.</p> <p>DIR Q (KC): What children are accessing the Outdoor School? KS4 choose it as a vocational option. We also use it for the short stay school at KS3 and they rotate.</p> <p>JW advised that the hope is that the Outdoor School will become accessible to other schools in future, with provision for all year groups. Directors discussed the future development of the Outdoor School.</p>	
9.0	SPEECH & LANGUAGE THERAPY	
	Item deferred to next meeting.	SS
10.0	LEADERSHIP DEVELOPMENT & SUCCESSION PLANNING	
	<p>JP reported that we need to develop staff in leadership positions and have in place a strategy for succession planning. Directors discussed how best to provide opportunities for staff development and CPD. JP advised that we are currently working to identify existing staff members who have the capacity for development and promotion.</p> <p>Directors discussed how best to market vacancies at the school to the local job market. AB suggested the use of profiling and diagnostic tools as part of the leadership development process.</p>	
11.0	STAFF WELL-BEING	
	JP reported that there is an issue with Staff Well-Being at Coppice Spring School (CSS); staff are tired and morale is fragile due to the departure of colleagues and a new leadership team being in place. Directors discussed JP's proposal to implement a Staff Well-Being	

	<p>Programme. SW does not feel this would be beneficial in the first year of a new Headteacher being in post. AB suggested implementing a short-term method to improve staff well-being, e.g. yoga classes.</p> <p>DIR Q (AB): Have you consulted the staff? Not yet.</p> <p>AB suggested a training ‘away day’ for Coppice Spring School staff to join staff at The Quay School for a Well-Being Day.</p> <p>GOV (AB): How often do staff have time to come together to talk? There is a de-briefing every evening.</p> <p>DIR Q (SW): Have all staff bought-into the vision and purpose? We did a two-day residential for staff last year, which was very successful. Unfortunately, there is no funding available to repeat this. SW suggested having an ‘away day’ for Coppice Spring Staff only. JP to arrange an extra training day for Coppice Spring Staff; Directors are invited to attend. SW offered to liaise with JP and JW about the agenda.</p>	JP ALL/SW
12.0	TEACHING SCHOOL DEVELOPMENT	
	<p>JP reported that as part of a job-share with Poole Grammar School we have made an application to become a Teaching School. The development of the Teaching School was suggested by the National College of Teaching & Learning (NCTL).</p> <p>The application has the full support of the local authority and local schools, and WTSP and SCITT are partners. As part of the process, AB and JP have applied to become National Leaders of Education (NLEs). AB and JP feel that if successful, the Teaching School will be beneficial to both schools.</p> <p>DIR Q (SW): What is the benefit of forming the Teaching School? The school will receive £70,000 in the first year. The development of the school should facilitate school improvement in the Borough of Poole.</p> <p>DIR Q (SW): When you know if the application is successful? At the end of February 2016. If successful, there will be implications for recruitment, in that we will need a Head of the Teaching School as this will not be AB or JP.</p>	
13.0	FREE SCHOOL (DEVELOPMENT & DIRECTION)	
	<p>JP reported that section ‘C’ of the application has been submitted and returned with feedback, as part of the application process. JP advised that she is unable to fully complete the application, as data from the local authority is required, which is not available. JP is now trying to collate and validate the data required from alternative sources; this is proving challenging.</p> <p>JP reported that we need to find a plot for the school building; the plot needs to have a significant area of green space to accommodate the Outdoor School. Directors discussed potential locations.</p> <p>DIR Q (NS): Are there any former local authority buildings available to utilise? JP has looked into this, but they are in an area that is not feasible.</p>	

	<p>JP advised Directors of the remit of the Free School and gave examples of the type educational needs that the pupils on roll may have.</p> <p>DIR Q (SW): How can Directors help with the application?</p> <p>Finding a plot of land would be useful; the DfE can assist with this, but they need an area to search as a starting point. CB advised that Kemps Hotel and Worgret Hotel are both for sale. Directors also considered areas in Holton Heath. JP also requested assistance with interviews with the DfE.</p>	
14.0	DATE OF NEXT MEETING	
	<p>16:00 Wednesday 24 February 2016</p> <p>CLOSE: 18:00</p>	

Prepared by Sarah Simpson
 Wednesday 25 November 2015

Approved _____

Date _____

SUMMARY OF ACTIONS

Jo Perry

- arrange an extra training day for Coppice Spring Staff

Sarah Watkins

- provide a workshop on parent perspective at the Autism Spectrum Condition Conference
- liaise with JP and JW about the agenda for the extra training day for Coppice Spring Staff

Cheryl Bailey

- ask your husband to email JP regarding becoming a School Director

Sarah Simpson

- ensure Speech & Language Therapy (MMP) is added to the agenda of the next School Development Committee meeting

ALL

- Directors are invited to attend the extra training day for Coppice Spring Staff