

Company Number: 8915981

Minutes of Board of Directors Meeting for Pathways, Curriculum, Behaviour and Safety and Core Sub Committee held on Monday 29th February 2016 at LWS Academy at 4.30pm

Present: Kirsty Cremer (KC) – Chair
Gerald White (GW)
Colin Knight (CK)
Tam Mitchell (TM)
Lloyd Hendon-John (LHJ)
Stuart Tyreman (ST)

Apologies: Hilary Hetherington (HH)

Absence:

In Attendance: Chris Berry (CB)

Minutes taken by: Lisa Lacey – Clerk (LL)

The clerk confirmed the meeting was quorate and commenced at 4.30pm

1. Welcome and attendance

KC chaired the meeting and welcomed everyone. Apologies were received and accepted from HH. TM also gave her apologies for the meeting on 25th April 2016 which were accepted.

2. Declaration of pecuniary interest

There were no changes or new declarations of pecuniary interest and conflicts of interest.

3. Minutes of last meeting – 16th November 15 (appendix A)

The minutes were accepted as a true record of meeting and signed by KC.

4. Matters arising from the minutes (appendix B)

4 Arrange training with TD and AT and Bay House LL

Training was arranged for 25th January 16 however, that meeting was cancelled. Clerk to re-arrange training for next curriculum meeting **[action]**

4 Case studies to review at next curriculum meeting ST

Agenda item for this meeting digital profiles to be presented at this meeting

5 TLL presentation to be sent to LL CB

Presentation received and forwarded to directors

5 Details of GROW to be sent to LL DG

GROW details received and emailed in November 15

6 Publish accessibility plan to website LL

Clerk working with IT manager regarding publication of information

5. Digital profile case studies (appendix C)

CB circulated a sample digital profile report to directors for them to have an overview of the data produced by the tracking database.

The front sheet of the report gives an overview of the student's progress and engagement with learning as a snapshot. This snapshot reports cumulative data since the start of the academic year. Page 2 give a breakdown of incidents and targeted interventions since the start of the academic year. The 'life events score' and Boxall profile items are only audited once per year, usually in September or October. At this point it will give a indicative score which will place the student as either low (0-150), medium (150-300) or high (300+) risk. Page 3 gives an overview of student engagement with PSHE topics and specifically records the conversations that take place around these topic areas. Staff and practitioners are also able to write up reports about work they have been doing with students. The hope is that the information might be contracted to one A4 sheet but at this point it has not been possible. The categories which are help within the report relate to the SEN audit. The SEN audit enables the school to apply for additional funding if it becomes apparent that a student's behaviour is not step 5 but actually step 6. This tracking tool enables the school to keep accurate records of behaviour and incidents to support the audit.

Directors asked for further information regarding the Boxall Profile schools. ST explained that any score which is 0 or less will indication an area of concern. Conversely, a score over 0 is not a cause for concern.

Directors also queried if it would be possible to include attendance data to the profile. It was explained that at this point it has not been possible to get the SIMS system to feed data across to the tracking database. ST explained that this issue is being looked into.

The information from the digital profile then informs decision making about the sort of tailored curriculum which is most appropriate to the student. The data can also help staff to identify trends in behaviour if there appears to be any concerns with an individual.

Individual timetables – LWS has individual student timetables and a whole

school timetable. The students are split into four groups:

Alpha (high risk based on engagement and need)
Delta (high risk due to being highly vulnerable)
Beta (top set equivalent)
Gama (least concern)

The aim is to move those in the alpha to beta or gama over time.

6. Tailored timetables

ST took directors to view the individual timetable schedule to give an overview of how it works in practice.

7. Review Days

TM and ST explained that one of the main issues at LWS is engagement of parents. LWS holds an annual parents evening but the focus for the parents evening is to find out about the student's progress within specific subjects. However, ideally parents should be meeting with staff on termly basis to review IEP targets. This is a strategy has previously been used at the start of the year to meet with parents, in the home, to conduct annual reviews and it worked well. ST would like to use this approach again, once per term, to review IEP targets with parents and promote engagement.

Directors asked about the parent coffee mornings and if these are still happening. It was explained that the coffee mornings are not happening here at the LWS site but have transferred to The Hub because this is more accessible to some parents. The turn-out is not high as previously experienced because many of the student's parents are working which makes it harder for them to attend.

ST will draft a proposal with LHJ which will include three possible scenarios about how the review days can be conducted (for next sub-committee meeting). This proposal will also detail the current level of parental engagement, the type of engagement (phone call, text etc) and the reason for contact (positive or negative feedback). **[action]**

8. Year 11 timetable (appendix D)

CB circulated a letter to the directors which has been sent to year 11 parents. The current year 11 cohort is presenting with significant difficulties including drug usage which was posing a risk to other students. LWS took the view that this was an unacceptable risk and there made alternative arrangement for those students to be educated off-site. Out of the cohort of 8, 1 has moved away, another is within a secure environment and therefore neither are accessing education with LWS and one other has significant mental health and drug issues which are barriers to him accessing education. The rest of the cohort are either educated at The Hub or they will bring themselves to the main LWS site (2p – 5pm). All of the available students are accessing the

alternative provision and will be sitting their exams.

This item will be taken forward to the FGB.

9. Terms of reference for review

The GDPC terms of reference were approved and agreed to take forward to the FGB to ratify. **[action]**

10. Items for next agenda

Review days proposal
Attendance and Exclusions data
Progress against SDIP targets
Tracking database overview with TD

11. Date and time of next meeting


The next meeting is to be held on Monday 25th April 2016 at 4:30pm at LWS Academy


KC thanked everyone for attending and the meeting closed at 5.55pm

Action Points

Minute reference	Action Point	Responsible
4	re-arrange database overview (TD)	LL
7	Draft scenarios of review days (next sub)	ST
9	GDPC policy to ratify at FGB	LL

Appendix

Appendix	Agenda item	Document Title	Attachment
A	3	Minutes of meeting – November 15	 minutes of curriculum 16 Nov 20

B	4	Matters arising – November 15	 Action Points.docx
C	5	Digital profiles sample	Paper copy
D	8	Yr 11 timeable	

Signed:

Date: