

Minutes of the Interim School Development Board Meeting
held on Monday 15th April 2024 at 6:30pm in Marling School

Present:- Jane Exworthy (JE, Chair), Alison Campbell-Black (ACB, Vice-Chair)
Jules Godfrey (JG, HT), Andy MacDonald (AMacD), Jo Roberts (JR)

In Attendance:- Hannah Kelly (HK, Outgoing Clerk)

Apologies:- Ayo Jimmy (AJ), Rachel Jenkins (RJ) Incoming Clerk)

Absent:- Katie Hughes (KH)

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 governor meetings.

2. Apologies

Apologies were received from AJ and these were accepted by all attendees. ACB attended the meeting remotely. The meeting is quorate.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes from the Previous Meeting

Minutes from the previous meeting dated 18th March have been circulated to the committee prior to this meeting.

- *The minutes were proposed by JR; seconded by JE; and unanimously approved.*

5. Matters Arising and Action Points

5.1 Action Points

ISDB14: Complete
ISDB19: Ongoing
ISDB20: Complete
ISDB27: Ongoing
ISDB29: Ongoing
ISDB30: Complete
ISDB33: Ongoing
ISDB38: Ongoing
ISDB39: Ongoing
ISDB40: Complete
ISDB41: Ongoing

5.2 Matters Arising

CW has a contact who might be interested in being a governor. CW to pass JE contact details.

6. SEND Data

CW attended the meeting to inform governors of SEND inclusion in enrichment and extra-curricular activities. Historically, all SEND students have been able to participate in any activity that they have wanted to attend. CW explained some of the challenges that the SEND team are beginning to face when facilitating student involvement in these activities due to the increasing number of students with SEND and the staffing levels required to support these students.

*A governor asked whether if TAs were given 'toil', it would help with staffing outside school hours.

**CW replied that it could provide some support, but most TAs do not have wrap-around care or local family support to allow for additional hours outside the school day.

*A governor asked if 1:1 support has to be a SEND trained member of staff or whether a teacher could take on that responsibility.

** CW replied that it can be a teacher, but this has an impact on teaching resource in school for the period of the trip.

A discussion was had about planning and financing trips with a view to integrating SEND into the early stages of the planning process.

JG to review the trips planning process.

Long Term Action (LTA02): JG

RJ/JE to add an agenda item in 6 weeks' time to review progress of the above long term action.

Action (ISDB42): RJ/JE

CW asked to return to the next ISDB meeting to share information about access arrangements. RJ/JE to add this to the next meeting agenda.

Action (ISDB43): RJ/JE

*A governor questioned how the level of SENCO hours were being organised to ensure that CW has enough time out of the classroom.

**An English teacher has been employed until the end of the school year to allow CW to take additional hours for the SENCO role. SENCO hours for next year have been discussed with CW which will allow sufficient SENCO time, but will allow her to retain some teaching responsibilities.

7. Safeguarding Audit and Action Plan Update

KH was ill so unable to attend the meeting. Many improvements have been made and work is ongoing.

➤ *This agenda item is to be rescheduled for the next ISDB meeting.*

8. Parental Engagement Summary

The summary was shared with governors prior to the meeting. The content was discussed as follows.

8.1 Rewards System

*A governor asked when a system will be implemented.

**September - there are other priorities before this and we want to do it properly.

8.2 Use of Mobile Phones

*A governor enquired as to when we are implementing the new policy.

**There needs to be a consultation with the students first. It is likely to be in September with the possibility of a soft launch in T6. Need to be aware of the 6th Form approach too.

8.3 Communications

A discussion was held about the website and compliance. The Trust's website is currently being updated and a review and update of Trust schools' websites will follow.

Governors requested that the issue of website compliance is raised with the Trustees as this needs to be robust.

Action (ISDB44): JE

There was a discussion about administration staffing levels, roles and recruitment, as there are gaps in some areas such as communication.

JE will speak to Chris Brierley (Trustee) to see whether he could offer Marling any communications advice.

Action (ISDB45): JE

8.4 Homework

Following some issues integrating systems, there has not been a smooth transition for homework details. It was agreed that it is important to communicate this with parents, explain what the issues are and when they hope to be fixed.

8.5 School uniform

Requests have been made to review school uniform so that PE kit can be worn to school on PE days. It was agreed that this is a sensible suggestion, but it would be best for any changes to be implemented at the start of a school year, which would now be September 2025.

9. Policies Update

RJ to liaise with Richard Dangerfield about overdue operations policies.

Action (ISDB46): RJ

*A governor asked where the responsibility for policies lies.

** JE will ask Trustees.

Action (ISDB47): JE

10. Any Other Business

These were discussed as confidential items

10.1 Admissions

Overage application

Details of an overage application were shared with governors.

- *The application was proposed by JE; seconded by JR; and unanimously approved.*

Overage applications, in general, were discussed. It was agreed that the policy about overage applications needs to be reviewed. Less than 6 months out of cohort age was more acceptable.

Delay to in-year start date

A Y9 student has been offered an in-year place. According to policy, the student should take up this place within 6 weeks of the offer. However, there has been a request to defer this until September as they are currently out of county and there are other mitigating factors.

These factors were discussed in detail. It was felt that it is important to prioritise the wellbeing of the student in this instance and allow him to start in September. Additionally, there are currently no other candidates for this place.

10.2 External review

The external review will be held on 21st/22nd May - communications will be sent to staff soon.

- *The meeting ended at 9:00 pm.*