

Meeting of The Causeway School – Interim Executive Board Held on Friday 23rd March 2018, The Causeway School

The meeting started at 12.30 pm and finished at 15.06 pm. It was clerked by Gaynor Newnham.

Present: Penny Gaunt (Chair), Sally Laidlaw, Debbie Coslett, Janet Bowen, Derek Trimmer (SWALE Academies Trust (SAT)),

Staff: Liza Leung (Acting Headteacher), Darren Warner-Swan (Acting Deputy Headteacher), Vicky Jenkins (Assistant Headteacher – Outcomes) for Agenda item 3.1.8 only

Apologies: None

MINUTES:

1. Welcome and Apologies

1.1. No apologies had been received.

1.2. The agenda was reviewed and the following amended:

- The Behaviour and Attendance strategy has now changed. It was, therefore, agreed that the new lead will be invited to the next IEB to give a presentation.
- The Lease and Management Agreements for the Hazel Court conversion were added to Agenda item 4.
- There will be no Safeguarding Report at this meeting.

2. Declaration of Business Interests

2.1. Members declared the following interests:

- Janet declared an interest as a member of ESCC Academy Project Team.
- Sally declared an interest as a governor of a local secondary school (Seaford Head Academy).
- Sally declared that she is currently Causeway's Acting Business Manager

3. Headteacher's Report

The Headteacher's Report and associated papers had been circulated with the agenda.

3.1. Headteacher's Report

3.2. The Headteacher's report was reviewed and the following discussed:

3.2.1. It was confirmed that recruitment of a site manager can now commence.

3.2.2. It was noted that the LA is funding a number of building improvements, such as the legionella work, new windows, leaks, ventilation in the food room and outside area repairs. Derek was concerned that the carpets throughout the building are in a very poor condition; it was agreed that advice should be sought from the LA about how best to arrange their replacement before conversion in September and before October open evenings.

Action:

- **Advice to be sought regarding the carpets.**

3.2.3. It was reported that the 30 new Chromebooks will be added to the flexible learning area in the new library/ art gallery area.

3.2.4. Improving the school's WIFI is still an urgent priority.

3.2.5. It was reported that SAT is looking at ICT in the East Sussex Schools; Liza asked what money is available for ICT in the new budget. Sally confirmed that there is

currently £40,000 in the 2018-19 budget but, assuming conversion takes place on the 1st September, 5/12 of the budget will be available for use before the new academic year. (£16,600)

3.2.6. **It was agreed to review the progress with the ceiling tiles at the next meeting.**

3.2.7. It was noted that a Technology and Science Health and Safety audit is required by 1st May and a general Health and Safety Audit will be due in June; Liza will discuss this with Kim Hicks at ESCC.

Action:

- **H&S and ICT/Tech H&S to be discussed with Kim Hicks at ESCC.**

3.2.8. Vicky Jenkins joined the meeting to present the review of data, as follows:

- Year 11

Year 11 prediction is for 49% at 4+, based on FFT20 + 10%, and Target is 53%. It was reported that English and Maths are being looked at separately, with specific pupils targeted for interventions, who are making good progress. In response to Penny's question, Vicky explained that progress has been improved overall, based on the mock results and moderation.

Attainment 8 results were discussed and were reported to be varied across the school. Subjects studied in small numbers, such as Music and Food Tech,' are showing good results. Students have been moved in Science, based on the mock exam' results, with more students now being entered for the Foundation paper. This was noted to be a national issue. English and Maths data should improve on last year. Literature currently sits at 74.6%.

It was reported that there is a significant gap between disadvantaged and other students, but interventions are in place to boost outcomes. Darren reported that he is not confident that there will be a reduced gap on the previous year and a better progress score for disadvantaged students.

Security of data was not guaranteed; it was reported that KS3 assessment may have been 'exaggerated,' while KS4 is more cautious.

- Year 10

This cohort is more able than other year groups but no formal predictions have been made. When pressed, Darren stated that he would expect 55-60% of the cohort to reach 4+ next year.

It was explained that Term 3 data appears low compared to the first two terms as it is based purely on the mock exam results.

It was explained that disadvantaged data was tracked much earlier for these pupils, to allow early identification of pupils needing additional support.

It was noted that pupils are less secure in English than in Maths.

Vicky reported that the students are in a reasonable position to meet expectation, as their results should improve.

DP4 will be reported at the next meeting. Penny recommended using the DP comparison template used at PCS to compare predictions and targets at 4+ and 5+ at DP3 and DP4

It was noted that better attendance levels are having a positive impact on data, though there is a group of girls whose progress is an issue.

- Year 9

Vicky explained that the teacher assessments need to be moderated in view of the requirements of the exams.

The Basics 3+ and 4+ figures were agreed to be high
It was reported that some Y9 pupils are on an aspirational programme, for whom summer interventions are planned.

- Year 8

It was reported that this is a challenging cohort with large teaching groups. (Each child represents 1.16%).

Good teaching practice is embedded, however, and the needs of each class are being explored.

Pupil Premium Grant has been used to provide Lexia for this cohort.

Overall progress of 8.58% has been made since DP2, though Derek stated that maths data is unrealistically optimistic.

- Year 7

Visible progress is being made. Students were reported to be engaged and on track, though inexperienced staff are causing data to be insecure. Training will be provided in moderation and data entry, to ensure standard practice across the school.

More work is needed to boost students who came in below 100.

Accuracy of data will be checked, as there is currently no reported gap for disadvantaged students.

Attendance for this cohort is good.

Darren reported greater confidence in DP4 outcomes, following training and discussion with staff and the emphasis on middle leaders holding teachers to account.

Derek confirmed that the data compares reasonably well to other SAT schools.

Action:

- Data comparison proforma to be obtained from PCS.

3.2.9. The Quality of Teaching and Learning was reported to be improving; new staff are due to join the school after Easter and in September, giving a stronger infrastructure in the school. Quality assurance is in place for the summer, with a rolling programme of modelling Teaching and Learning.

3.2.10. Partnerships with local SAT feeder schools (Shinewater and Langney) are being developed; a HT meeting is planned for Term 5.

3.2.11. Four teachers are leading sessions at Swalefest.

3.3. RAG'd SIP/SEF 2017/18

The updated SIP and SEF had been reviewed at the February meeting and the requested amendments had been made. As this is a leadership document, it was advised that middle leaders should be encouraged to be involved in RAG rating the document and adding quantitative milestones.

It was agreed to review the SIP and SEF in further detail at the May IEB meeting.

3.4. Behaviour and Attendance

The Behaviour and Attendance Action Plans were noted.

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3.4.1. Behaviour

3.4.1.1. Liza explained that Behaviour and Attendance has been delegated to Ellie, with support from Glen. New strategies are in place and visible improvements have already been made. An initial action plan was tabled at the meeting. It was agreed that Glen should complete an impact statement of the new strategy at the end of Term 5 and complete further monitoring at one of his Term 6 visits. The IEB will review progress in July. Please refer to Annex A, Confidential Minutes

3.4.1.2. The impact of Behaviour Panels was noted and it was agreed that, if these are sustained, the impact on behaviour will be considerable. It was agreed that there are positive indicators that behaviour is improving which is a credit to the leadership of the school.

3.4.2. Attendance

3.4.2.1. Overall attendance was reported as 90.55% including Y11 and 91.7% with Y11 removed. Y10 attendance is also a concern. 27% of pupils have persistent absence (23.5% without Y11). Liza reported that every persistent absence is being focused on at SLT level, with each member of the team mentoring 4 students to encourage improvements. 42 penalty notices and 7 fines have been issued. Please refer to Annex A, Confidential Minutes. Attendance was noted to have increased by 0.15% since the last Ofsted inspection.

3.4.2.2. It has been decided to reduce EWO work to 1 day per week, due to minimal impact being made by the service; more work is taking place with ESBAS.

4. Finance and Premises

The Budget Monitoring Report had been circulated with the agenda.

4.1. Finance Report

4.1.1. The draft lease and management agreement for Hazel Court's conversion to an academy with Southlands Trust had been circulated with the agenda. As this had raised a lot of questions it was agreed that this should not yet be signed; SAT also needs to be satisfied that there is no risk. Penny will discuss that matter further, with ESCC.

4.1.2. The Scheme of Delegation had been amended to include Penny and Sally in the signing of orders, and to strengthen the accountability of technicians and middle leaders. **The Scheme of Delegation was approved.**

Actions:

- ***Hazel Court Lease and Management agreement to be discussed with ESCC.***

4.2. Budget Monitoring

Please refer to Annex A, Confidential Minutes

- **The Services to Schools Order was approved.**
- **Additional Cleaning over the Easter break was approved.**
- **Gutter Cleaning was approved.**
- **Cleaning of the Audience Seating was approved.**

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- **Revenue Accruals & Prepayments, School Leases for IFRS 2017-18, Authorisation Mandate, Capital Accruals and Prepayments were approved.**
- **The Devolved Formula Capital Bid for ICT was approved.**

4.3. **GDPR**

It was confirmed that the GDPR audit has been commissioned but there is no date for its completion.

5. **Staffing & Personnel**

The Personnel Report was noted.
Please refer to Annex A, Confidential Minutes.

6. **To receive the minutes of the last meeting – 23rd February 2018**

A copy of the non-confidential minutes was circulated with the agenda. The confidential minutes were circulated to members only.

6.1. The non-confidential minutes were signed and accepted.

6.2. The confidential minutes were signed and accepted.

7. **Matters arising from the non-confidential minutes not on this agenda**

A copy of the Summary of Actions (Annex B) was circulated with the agenda

The summary of actions was reviewed and all completed actions were marked as such. It was also noted that:

- Behaviour and Attendance actions agreed at the last meeting have been superseded by recent developments and a new policy is in place.
- Science support from SAT has not been provided and is no longer required.
- The outcome of the earlier staffing restructure needs to be published.

Actions:

- ***Restructure outcome to be published.***

8. **Safeguarding**

Penny reported that a sample of the CP files had been audited and there are no concerns at this time. An open-ended comment from the previous meeting was followed up. A report will follow.

9. **Vulnerable Groups**

This was not discussed at this meeting.

10. **Policies and Statutory Requirements**

10.1. **Online Safety Policy**

The Online Safety Policy was approved, review date March 2019.

It was agreed to review the Acceptable Use Policy at the next meeting.

10.2. **Scheme of Delegation**

The Scheme of Delegation was approved, review date November 2018.

10.3. **The Accessibility Plan**

This was deferred to the next meeting.

10.4. **Behaviour Policy**

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The Behaviour Policy is under review.

10.5. **Prevent Policy**

The Prevent Policy was approved, review date March 2019.

10.6. **Equalities Policy**

It was agreed that Penny will be the named Equalities Governor.
The Equalities Policy was approved, subject to the date on the document being amended to March 2018, review date March 2022.

10.7. **SEND Information Report**

Debbie reported that the SEND Information Report shown on the school website is out of date – this to be checked.

Actions:

- **SEND information report to be checked for whether it is current**

11. Agenda items for next meeting

- **S175 Action Plan**
- **RAG'd SIP/SEF**
- **Attendance and Behaviour (July)**
- **Accessibility Plan**
- **Acceptable Use Policy**

12. Future Leadership Arrangements

Please refer to Annex A, Confidential minutes.

Next Meeting:

- **Friday 4th May 2018, 12.30, The Causeway School**

Summary of Actions

	Action	Actionee	Status
3.2.2.	Advice to be sought regarding the carpets	Liza	
3.2.7	H&S and ICT/Tech H&S to be discussed with Kim Hicks at ESCC.	Liza	
3.2.8	Data comparison template to be obtained from PC	Vicky	
4.1.1	Hazel Court Lease and Management agreement to be discussed with ESCC.	Penny	
7	Restructure outcome to be published.		
10.7	SEND information report to be checked for whether it is current	Liza	

Signed:.....Date:.....

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Initials:.....