

Approved Minutes of the meeting of the Strathmore School Governing Board on 22 April 2024 at 5.00pm at Grey Court Campus

[Link to Teams Meeting](#)

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Items in square brackets are references to documents related to the agenda found in the folder STR-LGB-23-4 220424.

Members of the Local Governing Board (LGB) in attendance: Ayushi Bagga (appointed at item 1), Rebecca Branch, Jane Curzon (Chair), Dev Desai, Marc Dodi, Laura Dyer, Sarah Hurtado (Headteacher), Michael Jacob (appointed at item 1), Mitch Pender and Sarah Terrey.

Members of the Local Governing Board (LGB) in attendance virtually: John Nicholl,

Members of the Local Governing Board (LGB) absent: Alex Lee,

Clerk in attendance: Julie Adams

Also in attendance: Assistant Headteachers: Adriana Martyr, Laura Wrigglesworth, Amy Upton and Luis Ferreira.

1. Welcome, apologies, declarations of interest.

- 1.A. The Governing Board **noted** that apologies had been received from Alex Lee. The Governing Board agreed to consent to his absence.
- 1.B. The Governing Board **considered** and **agreed** to appoint Ayushi Bagga and Michael Jacob as co-opted governors for a period of 4 years and **noted** the appointment of John Nicholl as a parent governor following a ballot, also for a 4 year period. [[STR-LGB-23-4-01B Prospective Governor Applicants](#)] The Chair **welcomed** the new governors and **noted** Strathmore School now has a full governing board.
- 1.C. The Governing Board were **reminded** that all members of the LGB must abide by the Auriga Academy Trust Declarations of Interest Policy and **declare** if they have an interest in any matter that comes before the LGB. There were no declarations of interest made.

2. Minutes of the previous Governing Board meeting

- 2.A. The Governing Board **received** the draft minutes of the meeting held on 26 February 2024 [[STR-LGB-23-4-02A Previous Draft Minutes 260224](#)] and **approved** them as an accurate record of the meeting, subject to the following minor amendments:
 - Minor formatting on pages 2, 4 and 7
 - Section 8c one child is 'transferring' to Clarendon School.

2.B. The Governing Board **noted** the completed actions from the previous meeting.

Number	Extract	Owner	Status	Due Date	Completed
2	The Assessment Policy will be revised by the HT following the full cycle and presented to the April LGB Meeting	SH	On agenda for this meeting	11/04/2024	Complete
6	All Governors to complete and upload safeguarding training certificates to GovernorHub by 29 February.	All	Item 8A	29/02/2024	Complete
11	The Headteacher to prepare a full analysis of Spring 2 data with comparisons to 2022-23. This will be the key focus of the HT report to the April LGB meeting.	SH	On agenda for this meeting	11/04/2024	Complete
12	Headteacher to add a section on staff wellbeing to her HT report	SH	Added to HT report for 23-4	11/04/2024	Complete

14	The Chair to circulate the report to Board to governors for comment before submitting ahead of the Board meeting.	JC / All		13/03/2024	Completed
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2.C. The Governing Board **considered** actions arising from the previous meeting that are incomplete.

Number	Extract	Owner	Status	Due Date
1	Governance Professional to ensure that all folders are accessible to governors.	JA	Ongoing	ASAP
3	The Headteacher to give an update on accidents and incident trends at the next meeting.	SH	Update to be given by HT	11/04/2024
4	Chair to update governors on the discussions with the Stakeholder Link Trustee at the next meeting.	JC	Update to be given by JC	11/04/2024
5	The Chair and Governance Professional to ensure that the annual report will be ready for the 2023-24 report following Strategy Day.	JC/JA	Not yet due	01/09/2024
7	The Chair and Vice Chairs to meet to review progress on the development plan	JC/MD/RB		17/4/24
8	Link governor for Literacy to arrange a follow up visit with Laura Wrigglesworth	AL /LW		01/04/2024
9	The Chair requested that all governors ensure they plan link governor visits before April.	All governors		01/04/2024
10	The Chair will query the Local Governing Boards role in monitoring filtering and monitoring of online systems with the Safeguarding Link Trustee / Link Network.	JC / Safeguarding network	Update to be given by JC	17/04/2024
13	The Headteacher to review the cost-effectiveness of apprentices and report to the summer meeting.	SH	Not yet due	June 24

Action #1 There had been an improvement with accessing papers and is an ongoing piece of work. The Governance Professional **advised** the LGB that passwords accessing accounts will be updated next week.

Action #3 Accidents involving children are reported on the Accidence Mangement System (AMS). The headteacher is looking at the impact of accidents on staff and learners, but this is a highly manual process. If an accident is related to safeguarding it is also logged on the safeguarding system which is duplication. The Governing Board **discussed** the Trust decision to introduce an additional system and the impact for staff who are operating between the two systems.

ACTION: The headteacher to give an update on accidents and incident trends at the next meeting.

Action #4 Is on the agenda for discussion.

Action #7 The Chair **noted** the meeting to review progress on the governance development plan has been rescheduled and invited other governors to attend.

Action #8 Link governor for Literacy to arrange a follow up visit with Laura Wrigglesworth. This action should be carried over **(ACTION)**

Action #9 The Chair requested that all governors ensure they plan link governor visits before half term.**(ACTION)**

Action #10 Filtering and monitoring had been discussed at the safeguarding link governors meeting. The Governing Board **agreed** that reports should be being seen by the DSL and/or Headteacher and Safeguarding Link governors should have some visibility of them. The Headteacher to follow up with Trust colleagues. **(ACTION)**

Action #13 The Governing Board **discussed** the apprenticeship scheme which is an accredited course. It was **noted** that there are currently eight apprentices, and all are filling

TA roles are. The Headteacher **advised** that the challenge is to encourage them to move a more professional way of working than they had been previously used to, as a student for example, and their commitment to completing the course. They are completing their training at the same time, so there is a lot to consider. The budget is £36k in total. The Governing Board **asked** if this scheme is cost effective.

ACTION: The Headteacher would review the cost-effectiveness of apprentices and add to this to the Headteacher report for the next meeting.

2.D. The Governing Board **noted** there were no other matters arising that are not covered elsewhere on the agenda.

3. References from the Board of Trustees

The Governing Board **noted** there was no formal report from the Board of Trustees. The approved minutes for Trust Board meetings are available on the Auriga Trust website.

The Governance Professional **advised** that the vice-chair of the Board of Trustees advised that she will not be able to serve as Chair next year due to a change in circumstances. The Trust are now recruiting for a new Trust Chair and some additional Trustees.

4. Presentation of Annual Assessment Data

The Governing Board **received** and **reviewed** the pupil progress information for Strathmore Learners for 2023-24 [[STR-LGB-23-4-04 Annual Assessment Data Executive Summary](#)]

The Headteacher **presented** the report and gave a brief overview of the assessment data at Strathmore following the completion of the annual review cycle. The Chair **advised** that it is important for new governors to know what data is recorded and how it is analysed. The Headteacher **invited** questions from governors. The Governing Board **highlighted** the progress of pupils in receipt of Pupil Premium Grant (PPG) which in some instances outperformed their peers. The Headteacher **explained** that this grant funding used to develop HLTA's to provide support to specific pupils. The Governing Board **suggested** a line of enquiry to drill down deeper into PPG data specifically within the Social Emotional and Mental Health (SEMH) area.

ACTION: Senior Leaders to review the PPG data, especially in relation to SEMH to assist in evaluating the use of HLTA's utilising case studies for governors to understand the benefit / impact for specific learners.

Senior Leaders review the data gathered from the collective EHCP targets which forms the main part of the Data Dashboard and looks at how individual learners have progressed against their own targets and if they are not on track the school explores interventions, strategies, support and training to the class teams. This is done throughout the year as the annual targets are split into half termly short steps that are monitored by teachers, SLT and therapists.

The headteacher **showed** what data is collected and how different groups are analysed. Her focus is to ensure each individual learner is supported to reach their own personal targets.

All EHCP targets derive from the skills development framework and are personalised for individual pupils. Strathmore has collected information on 601 targets on EHCPs. The Governing Board **asked** how the school checks how learners are developing. Staff use 'Earwig' software to see where learners are throughout the year, track their progress and moderate learning.

The main areas of learning that the school is collating data on is maths, literacy, social & emotional health and physical sensory. The data shows children are making very good progress:

- 93% of annual targets were met or exceeded.

- 86/113, just over 75% of all learners made expected (or exceeded) progress in all areas of their EHCP, which is very positive.

Learners are differentiated by transition age. The Board asked about the divisions by key stages. The headteacher proposed to divide the targets up more into Early Years KS1, KS2, KS3, KS4 and KS5.

ACTION: Data to be differentiated by phase groups rather than AfC transition bands so that governors can actively review all learners' progress. Revised data will be sent to the Governance Professional to share with Governors.

The Board **noted** that there has not been as much progress around receptive communication (how the children understand) from the data. The Headteacher **advised** that Luis Ferriera has been tasked with aligning this with other areas but is not a particular concern for the school.

The Headteacher **explained** that there were several lines of enquiry she is exploring with her SLT. This includes why primary learners at St Richard Reynolds are progressing less well than their peers at other campuses. This may be because they use less verbal communication but there was enough of a difference to look more closely into it. The Governing Board **noted** pupils who had English as an Additional Language (EAL) were doing better than previous years. The Headteacher **advised** that this had improved due to close work with the families. Some learners also left and as each learner may be up to 7% this could skew the data. She felt passionately that having an equal and inclusive provision which supports all parents including EAL parents was key to improving outcomes. The Board **noted** other workshops to engage parents such as the Development Skills parental workshop which is being delivered this half term.

ACTION: Dates of Development Skills / Curriculum Workshops (for parents) to be shared by JA. Governors invited to attend.

ACTION: Exemplars of targets for emerging, met and high to be shared with governors to give a flavour for each developmental area.

Supporting papers – [Assessment cycle](#) and assessment presentation (Nov 2023), full data analysis.

5. Presentation on Staff Wellbeing

The Governing Board **received** a presentation on staff-wellbeing from Luis Ferriera, AHT and discussed further actions. [[STR-LGB-23-4-05 Staff Wellbeing Presentation](#)]

The AHT explained that the aim of the survey was to understand how staff are at the moment and post Covid, what they need in terms of mental health and, as they are more dependent on the employers to help them, what the school could do to help them in other areas of their lives to be positive and improve their professional life.

There were 72 responses to the survey:

- 84% of staff are happy to come to work.
- 96% of staff feel supported by their line manager.
- 70% of staff feel encouraged to speak about their mental health and wellbeing.
- 93% of staff feel adequately equipped to support the students.

The survey identified the challenges for staff:

- 30% still find it quite hard to manage their work-life lifestyles and are concerned about financial pressures.

The staff are not using mental health support systems that have been put in place for example the Employee Assistance Programme) and the school needs to do more work in this area to get staff to engage with it. One of the themes recognised in the survey is team dynamics. The staff need strong teams to feel supported and to be able to count on team members when staff are off sick. Staff were also concerned about lack of expertise within their school in some areas. The Headteacher is reviewing the CPD programme for next year to help address this.

For the staff are affected by having to support students through their crises. Strathmore will be working with health professionals at AfC on what can be put in place to support the staff to be happy, resilient and to support each other.

The Governing Board **noted** that the Headteacher expected this to be a key area for the School Development Plan for 2024/25 and she is collaborating with the school's educational psychologist to draft an action plan proposal will be added to the SDP for the next 2 years and presented at the Strategy Day. Healthy Minds at Work are also used as a provider for one-to-one support for staff and teachers.

The Governing Board **suggested** that workshops with the staff following the survey could be useful. The headteacher has also asked teachers to talk to their teams and feedback more qualitative information.

Supporting Papers; Headteacher Report (Item 8J)

6. Safeguarding

The Governing Board **received** the Safeguarding report from the Headteacher / DSL [Pages 3-6 of the Headteacher Report] and the Safeguarding Link Governor Report

The Safeguarding Link Governors **reported** that they have met with the DSL and will prepare a written report. There will be bi-monthly meetings going forward. There will not be a report produced for each of these meetings. There will also be opportunities to observe lessons, engage with learners and visit staff rooms to speak directly with staff. There will be a monitoring check list to work through each month which has been developed and agreed in the Safeguarding Link Governor network meetings.

The Governing Board **thanked** Laura Wrigglesworth for her work as DSL in the Deputy Headteacher's maternity absence and noted that safeguarding practices in the school remains strong.

The Board **noted** the 2-year accreditation for 'Leaders in Safeguarding' is due for renewal next year.

ACTION: Laura Wrigglesworth, DSL to check date for re-accreditation of Leaders in Safeguarding

The DSL **explained** the scope of her role for the new governors. Each of the campus leads, assistant headteachers, are deputy designated safeguarding leads (DDSL) and responsible for safeguarding at their own campus. The campus lead will action or if necessary, they will alert the DSL if they need support. All child protection plans are logged on CPOMS and regular meetings are held with the DSL and DDSL's to review safeguarding arrangements and cases. The family support worker and social workers are also kept informed of any new details.

This term there have been no exclusions, no new incidents of peer-on peer abuse, sexual harassment, bullying or racist incidents which is positive. A learner who had previously been excluded was now back in school and was increasing his timetable. There were six children in the spring term beginning on a Child Protection plan. This has now been reduced to five as one of the learners is now on a Child in Need plan and other settings which would be more suitable for them is being explored.

The Governing Board **queried** the school's approach to cyberbullying online safety. The SEMH leads have created a policy and parent and staff resources on online safety, which is being rolled out across all classes based on the learners need. Following a question, the Headteacher **advised** that she does include resources on this issue for parents in the school newsletter, and she would like to put more onto the school's website, however, it was families that did not regularly access these that she continued to try to reach. The Board **suggested** these resources could be shared at workshops and the Headteacher **reiterated** that the parents likely to attend were the ones likely to already be aware.

ACTION: Headteacher to share the powerpoint created by Lauren Crew re cyberbullying and online safety with governors

Supporting Papers: Headteachers Report (Item 8E) and Safeguarding Network Report

7. School Development Plan, School Self Review and Link Governor and other Governor Visit Reports

The Governing Board **reviewed** progress to the School Development Plan and School Self Review, alongside Link Governor and School Improvement Partner Reports.

7.A. [STR-LGB-23-4-06A Exploring the World MD Link Governor Report 200324](#)

The Chair **highlighted** that the staff governor was also the member of staff visited with a responsibility for this area. The Governing Board **were assured** that there were mechanisms in place that open feedback could be received by governors and any conflicts of interest were mitigated. The professionalism of both governors was noted.

The Link Governor **explained** that he had visited the Russell Campus to review 'exploring the world around me and being creative' curriculum area. This involves art, dance, drama, music, science, technology, history, geography - areas that are not core curriculum and that the school Lead had no specific background within. The Link Governor had been impressed by the teacher's dedication to develop her arts training in her own time. Two Governors (RB and MD) advised that they come from an Arts background and would be willing to use their networks to help the Lead.

The termly theme had been linked to 'A Wonderful World' encompassing music, different countries and animals. The Governing Board **noted** the 'Exploring the World' area equally supported learning in the main subject areas of the EHCP and had particular impact on expressive and receptive skills. The Governing Board **queried** if this could be more specifically related to EHCP targets and captured in the Earwig assessment system. The Headteacher **explained** that she had discussed this with the school Lead but at present there would be difficulty ensure this is consistent across all campuses. The Governing Board **asked** about digital skills and were assured that technology is used across the curriculum including as digital writing tools.

ACTION: Curriculum coverage document to be updated and put onto website and newsletter.

ACTION: Dev Desai may be able to turn curriculum coverage into a visual graphic. Headteacher to share with him.

7.B. STR-LGB-23-4-06B Finance Link Governor Report

The Finance Link Governor **advised** that he had met with the Finance Director to review the management accounts which had been sent through and that there was no material change for Strathmore. The Board **asked** if the Trust had a view of how the finances are looking - was the allocation of the budget better for instance. The Finance Link Governor

explained that Strathmore is in deficit, but this was as expected. He would go into more detail to the P7 and P8 Management accounts. The Board **asked** when budget setting is for next year. The Headteacher **explained** that the school must decide at the end May on service agreements and must ask or make a business case for anything that is different for next academic year in June.

ACTION: JA to follow up on Finance Link Governor network meeting this term

7.C. Updates on SDP1 (SH & RB); SDP 2 (SH & RB & JC); SDP 3 (SH & MD); SDP 4 (SH & JC).

The Headteacher **explained** that she had asked the School Improvement Partner to look at the school development and priorities to ensure they are on track. There were some changes which had been detailed in his report.

The Governing Board **noted** the published Ofsted feedback and the Inspectors verbal feedback that it was that it is rare to see such an 'exceptionally positive outcome'.

Supporting Papers: HT Report items (Items 8G, H and I, SDP, SEF, SIP Report, Management Accounts, published Ofsted Report.

8. Headteacher report

The Governing Board **received** a report from the Headteacher [[STR-LGB-23-4-08 Strathmore Headteacher Report](#)] and considered any matters not previously discussed.

8.A. Key risks

The risk register has been reviewed by the headteacher and the Trust CEO. There are no changes in the risk register since the last Board meeting.

ACTION: Explanatory information about Risk Register to be re-shared with all governors including new governors.

8.B. General Update

8.C. Pupil Numbers and Attendance

There are only a few changes to numbers on roll. Attendance has been a focus at Annual Reviews, however the school still takes a holistic view of the needs of the child and family. The school does meet with the Educational Welfare Officer but does not fine parents. They have open conversations to really understand the reason there may be issues with attendance and how it can support families to improve.

8.D. Behaviour, exclusions and incidents of discrimination.

Luis Ferriera has taken on role of Assistant Headteacher with a focus on behaviour as there had been a rise in cases with complex behaviour with secondary learners. This has now lessened because the school has worked closely with families and had external support to upskill staff. The Headteacher **reminded** governors of the internal RAG ratings for behaviour, which were presented at a previous meeting. There are 75% of learners with behaviour support plans. The detailed information now collated helps to provide evidence and identify themes and trends. The Governing Board **asked** how much external consulting support cost. The Head teacher **explained** that a functional behavioural analysis was undertaken for one learner which cost £6k. The learner was followed for two weeks, and report produced identifying areas which staff could be trained in. This training was delivered and resulted in a confidence boost to staff across the school to deal with this behaviour, which has had a positive impact on the learner's ability to engage in school. The school plans to expand external support this year but

options are limited. CAMHS, for example, has reduced the hours it can offer support and the school needs to do more work in this area.

8.E. Safeguarding (discussed at Item 6)

In addition to the discussion at Item 6, the Headteacher **updated** the Governing Board on low level concerns, two had been unsubstantiated, two were unfounded and one did not meet the criteria for LADO involvement. These investigations often take a term to complete and often involve other agencies. There had been no whistleblowing concerns raised.

8.F. Pupil progress and achievements (first meeting of each term only)

The Headteacher **advised** that one member of staff was receiving informal support.

8.G. School Development Plan Update (*discussed at Item 7C*)

8.H. School Self Review Update

The Chair **advised** that it was important to governors to know the changes in the SDP and SSR documents and noted the SIP report was another point to evidence the improvements in these areas.

8.I. Visit Reports (including Governor Visits)

8.J. Staffing Commentary

The Headteacher **advised** that there had been three babies born to the Strathmore staff community and she was keeping in touch with those on maternity leave. She added that she was incredibly lucky to have a staff team who are aspirational for their own careers, and want to undertake accredited courses and to seek promotion within the school.

8.K. Learner, family & community voice

The Family Support Worker has been investigating why families are not engaging. She has found that it is because they are busy working people. Amy Upton, Assistant Headteacher is creating a video of 'A Day in the life of' in conjunction with the media team at St Mary's University.

8.L. Finance Commentary

Discussed at item 7.B.

8.M. Health and Safety / Premises update

The Headteacher does not have concerns on health and safety and meets with the Estates and Premises Lead fortnightly. It was **noted** from the GDPR report, breaches tend to be based on human error in sending wrong emails.

The Governing Board **asked** if schools have influence on transport arrangements put in place by third party providers. They **noted** that they have little influence and sometimes transport makes changes, often at very short notice.

The Governing Board **noted** that if there are new teams within the transport providers (escorts) they are invited to come in to understand the learners needs and preventative strategies to deescalate behaviour. Behaviour support plans are shared with transport providers. The Chair **noted** this is a trust wide issue. The Governing Board **asked** to minute their request that the partnership with transport needs to be strengthened across the Trust.

ACTION: JC to understand Trust relationship with transport providers and establish if the Trust has a partnership approach and if this could be strengthened.

The Governing Board **noted** that the signage at the front of the schools needed to be amended. The Headteacher **confirmed** that the Estates Lead was actioning this.

9. Governing Board Membership and Development Plan 2023-24

The Governing Board **reviewed** the membership overview, Governance Development Plan [[STR-LGB-23-4-09B Governance Development Plan 2023-24](#)], and noted that the Chair and Vice chairs would meet to fully review it before the Strategy Session in June.

ACTION: JC to update Governance Development Plan and it to be added to Governor folders as a live link

The Governing Board **noted** that the new campus at Hampton High will not be ready in September 2025 and AfC have not committed to its funding at present. Planning permission has been granted but it has not gone out to tender for contractors yet. These issues are being progressed by the Trust Board. The Governing Board **suggested** it would be useful to have an update on the progress at the Strategy Session, but that as it would take more than a year to build this may not affect next year's planning.

10. Approval of Policies / Statements

The Governing Board **received** the Strathmore School Assessment Policy which was updated in line with the skills framework and the updated the operational assessment cycle. As this had been just added to the meeting papers, the Headteacher **requested** that governors review the policy and advise the Chair of any queries before the 3 May as the Headteacher wished to publish this after half-term. **(ACTION)**

The Chair and Governance Professional will review the policies audit and add any updates in an appendix for clarity.

ACTION: The Governance Professional to undertake a policies audit

11. Review of Impact, planned actions and feedback to the Board of Trustees

The Governing Board **agreed** the impact of this meeting, **confirmed** planned follow up actions by governing board members and references to be made to the Board of Trustees. [[STR-LGB-23-4-11 Strathmore School Impact, Actions and Feedback](#)]

- Strathmore School now has a full governing board.
- IT issues have been resolved.
- Assessment data is positive with good progress.
- School development priorities are on track.

12. Confidentiality

The Governing Board **agreed** that the discussion at the meeting, the background papers, and any reports identified as confidential above, should remain confidential and be excluded from the published minutes and papers.

Proposed dates of the next meetings are **Strategy Day - 17 June 2024** and **final LGB 1 July 2024**.

Actions

Number	Extract	Owner	Status	Due Date
1	Governance Professional to share proposals for changes to passwords to be shared with all governors	JA / All		28/04/2024
2	The Headteacher to give an update on accidents and incident trends at the next meeting.	JA		June-24
3	Link governor for Literacy to arrange a follow up visit with Laura Wrigglesworth	ALL		June-24
4	The Chair requested that all governors ensure they plan link governor visits before half term .	ALL		25/05/2024
5	Headteacher to follow up on update on monitoring and filtering reports.	SH		June-24
6	The Headteacher to review the cost-effectiveness of apprentices and radd to Headteacher report	HT / SLT		June-24
7	Senior Leaders to review the PPG data, especially n relation to SEMH to assist in evaluating the use of HLTA's possibly utilisng case studies	HT / SLT		01/05/2024
8	Differentiation of ages to be grouped by Phase groups rather than Afc transition bands so that governors can actively review all learners' progress. Revised data will be sent to Governance professional to share with Governors	SH / JA		June-24
9	Dates of Development Skills / Curriculum Workshops (for parents) to be shared by JA. Governors invited to attend	SH / JA		28/04/2024
10	Examplars of targets for emerging, met and high to be shared with governors to give a falvour for each developmental area	SH		June-24
11	Laura Wrigglesworth to check date for re-accreditation of Leaders in Safeguarding	LW		June-24
12	Headteacher to share the powerpoint created by Lauren Crew re cyberbullying and online safety with governors	SH		01/05/2024
13	Curriculum coverage document to be updated and put onto website and newsletter.	SH/AM		June-24
14	Dev Desai may be able to turn into a visual to show curriculum coverage visually	DD/AM		June-24
15	JA to follow up on Finance Link Governor network meeting this term	JA /PG		28/04/2024
16	Explanatory information about Risk Register to be re-shared with all governors including new governors	JA		28/04/2024
17	JC to understand Trust relationship with transport providers to establish if Trust has a partnership approach and if this could be strengthened.	JC		June-24
18	JC to update Governance Development Plan and it to be added to Governor folders as a live link	JC / JA		asap

Jane Curzon
 Jane Curzon (Aug 9, 2024 12:03 GMT+1)

Chair, Strathmore School Local Governing Board


STR-LGB-23-4-00 Approved Minutes 220424

Final Audit Report


2024-08-09

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