

North Yorkshire County Council  
LADY LUMLEY'S SCHOOL  
IEB Meeting  
Thursday 24th September 2020 at 5pm via Microsoft Teams

**Present:**

Governors M Dawson (Chair), J Plews, L Miller, K Iveson, N Joyce, D Read, R Cannon  
Acting Headteacher S Cleary  
Clerk S Mawson

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1.	<p><b>Welcome and Introductions</b> M Dawson welcomed D Read and R Cannon from Scalby Learning Trust to the IEB.</p>	
2.	<p><b>Apologies for absence</b> It was noted that S Bray was absent from the meeting. There were no apologies for absence.</p>	
3.	<p><b>Confidentiality</b> S Cleary advised that a confidential item will be discussed under item 12, Headteacher's Report.</p>	
4.	<p><b>Declaration of Interest</b> There were no declarations of interest.</p>	
5.	<p><b>Notification of items for AOB</b> None.</p>	
6.	<p><b>Minutes of IEB meeting of 24<sup>th</sup> August 2020:</b> <b>To approve the minutes of the meeting and agree any confidential notes.</b> M Dawson requested that any declarations of interest from D Read and R Cannon be sent to the clerk. M Dawson advised that himself and J Plews had discussed using an external advisor for the Headteacher's Appraisal and hoped that a meeting could be set up within the next week or so. M Dawson advised that the LA Statement of Case had been sent out today and would be discussed as part of the Ofsted Action Plan. The clerk to liaise with K Holbrook regarding the Code of Conduct forms and Keeping Children Safe in Education Policy. It was confirmed that the Integrated Financial Plan was almost completed, M Dawson to ensure that the Trust receives this by next week. M Dawson confirmed that he had given out the Work Plan for future meetings and asked that governors make him aware if they thought anything had been missed. S Cleary confirmed that he had checked the government's one metre plus rule and had decided to go with two metres with everyone also wearing face masks when outside of the classroom. He also confirmed that staff will stay two metres</p>	<p>D Read/ R Cannon</p> <p>M Dawson</p> <p>Clerk</p> <p>M Dawson</p>

	<p>apart when in meetings. He advised that proposals for the government's catch up fund will be discussed later in the meeting.</p> <p>S Cleary advised that the Single Central Record is correct and up to date.</p> <p>J Plews to complete an online NYCC DBS application. S Cleary requested that she also forwards a copy of her current DBS to K Holbrook. D Read to check that his current DBS is NYCC.</p> <p>Minutes were approved by the Board.</p> <p><b>7. Matters Arising</b> Covered in item 6.</p> <p><b>8. Analysis of KS4 and KS5 results for 2020:</b> <b>To consider the grades awarded for 2020 and plans for this academic year, including areas for improvement in teaching and learning and ensuring the necessary curriculum content is covered ahead of 2021 exams.</b></p> <p>S Cleary advised that the school has had a rigorous process in place using ALPS to set target grades which means that , whilst A Level grades have moved both up and down over the years, they have generally been good. This year's grades are hard to compare as, nationally, they were eventually based on Centre Assessed grades. English was a subject of concern in 2017/18 so we put together an action plan, which was put in place and we are now moving in the right direction. Maths had strong outcomes in 2018/19 and these have been maintained in 2019/20. Science also had good results in 2018/19 and 2019/20. Languages have shown a significant improvement since the decision was made to no longer offer a 2 year GCSE in Spanish. We no longer offer Construction and Engineering and these, along with Spanish were our lowest performing subjects. Computer Science is improving and we offer RE as a compulsory subject at GCSE. No subjects are causing concern. Meetings are in progress with subject leaders. Computer Science is our most vulnerable subject due to inexperience in its delivery. There is ongoing work with SEN to meet their needs.</p> <p><b>Governor question:</b> Is there anything you are doing differently in terms of formal assessments due to these results?</p> <p><b>Response:</b> Teachers are worried about the Covid situation and have virtual learning in place and are conscious of the curriculum at this difficult time. We are finding our way around Covid restrictions. We need to be confident in the quality of work in students' books and they have formal assessments.</p> <p><b>Governor question:</b> Construction and Engineering is very expensive, which students were taking advantage of this?</p> <p><b>Response:</b> A whole range of students. We held on to this provision for as long as we could. However, there were problems with the students' grades and the administration of the college. It was costing about £70,000 per year, so we withdrew it. We have a broad curriculum and offer more Design Technology, Food Technology plus Btec Sport and Enterprise.</p> <p><b>Governor question:</b> So you severed the link with Scarborough Tech and no longer offer that provision?</p> <p><b>Response:</b> Yes.</p> <p><b>Governor question:</b> What is the plan for SEN students and the vocational courses?</p> <p><b>Response:</b> We are conscious that we removed that provision and have now options for Design Technology and Food Technology as we can support them in these subjects. We offer Business Enterprise for students from farming families plus Btec Sport.</p> <p><b>Governor question:</b> On the first page of the SEF you say that Lady Lumley's has never played the Btec game. What is the Btec game?</p>	<p>J Plews/ D Read</p>
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<p><b>Response:</b> It means that, in some schools, some students are given a particular pathway which is in the best interests of the school, rather than the student. This can boost the school's score, but not necessarily reflect the student's needs. It was noted that some items on the school's website used language which was unhelpful and provocative. S Cleary agreed that the website needs to be looked at and updated.</p> <p><b>Governor question:</b> How is the ROOSE model working?</p> <p><b>Response:</b> It is a collaborative provision for four secondary schools for young people at risk of exclusion or who have barriers to learning. After Monday we will be having a meeting with the LA and D Read will look at what ROOSE would look like after we become an academy. The Board should discuss this at a future meeting, possibly the November meeting.</p> <p>D Read recognised the need for ROOSE, but felt that things need to be put in place financially. He hoped that they could sort something out for this to stay in Pickering.</p> <p><b>Governor question:</b> Why is the school offering AS levels still? Is it educationally beneficial and can you justify the costs?</p> <p><b>Response:</b> Because of the size of the 6<sup>th</sup> Form, costs are only around exam fees. A lot of our young people found it difficult to narrow down their subject choices so we felt it good to offer the flexibility. We also feel that our young people benefit from the national exams at the end of Year 12. We have reviewed the model and this is the one that we like.</p> <p><b>Governor question:</b> What is the minimum entered historically for some subjects?</p> <p><b>Response:</b> A lot will depend on staffing. We may run a course with 2 or 3, this is decided on an annual basis. We set the curriculum based on the applications from different schools. We need to consider the rural context and where we are. We have a 6<sup>th</sup> Form of about 150 and appreciate there is some cross-subsidy from KS3/4 funding. But being able to offer a 6<sup>th</sup> Form in the locality is important.</p> <p><b>Governor question:</b> Is rurality an influence on funding?</p> <p><b>Response:</b> The rural location has no impact on funding received.</p> <p><b>Governor question:</b> The retention rate from Year 11 into Year 12 this year is 53%. Is this in decline or stable?</p> <p><b>Response:</b> It is pretty constant at around 50% of the numbers in Year 11. We have 300 people coming out of Scarborough at the moment in Years 7-11 as they prefer us to the options locally. Then when they reach 6<sup>th</sup> Form they go to Scarborough 6<sup>th</sup> Form or Tech. Some go to Askham Bryan etc as it is in the nature of their upbringing.</p> <p><b>Governor question:</b> If the provision at the Scarborough schools gets better, what would the impact be on Lady Lumley's then?</p> <p><b>Response:</b> It would be difficult to increase our numbers on roll to compensate. We would need to look at staffing and reduce form entry.</p> <p>D Read referred to the adverse Ofsted report, which is in the public domain, and pointed out that there are issues around PR and communication with the community. He stressed that we have to try to get some positive publicity and improve the weak website. S Cleary agreed that this is something that we need to have further discussion about. He stressed that we have not had any students leaving on the back of the report. He agreed there is work to do in terms of PR and positivity, however it is difficult in the current climate.</p> <p><b>Governor question:</b> Will you be having virtual Open Evenings? Are you concerned about next year's cohort?</p> <p><b>Response:</b> Open Evening will be virtual on 7<sup>th</sup> October. We will be using the model we used for our Year 6 transition. We are here to answer questions and queries and facilitate tours as and when we can.</p>	<p>M Dawson</p>
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	<p>R Cannon advised S Cleary that the school needs to stress that becoming an academy is a positive move. S Cleary advised that we have done this and stressed that we need to keep the name Lady Lumley's as that would be something to celebrate. M Dawson referred to the website and advised that there was clearly a need for a major overall. D Read asked if it would be worth drafting a letter advising that the IEB is working with the school on an improvement plan. M Dawson agreed that a letter on the website would be a good idea. M Dawson to draft a letter and send to all governors for their comments.</p> <p><b>Governor question:</b> Do you have anybody that can do some work on the website?</p> <p><b>Response:</b> Unfortunately our IT Manager does not have any help at the moment as he does not have an assistant.</p> <p>D Read offered to look at the website and S Cleary agreed this would be a good idea. S Cleary agreed to review the website for necessary content updates prior to the start of the virtual open evening for potential Year 7s.</p> <p><b>9. School SEF, SIP and Ofsted Action Plan:</b>  <b>To review the school's self evaluation and plans for improvement, particularly plans to address the issues identified by Ofsted. Update on Local Authority Statement of Action.</b></p> <p>S Cleary advised that the SEF, which was written last summer, identifies areas for improvement. This has not been looked at since then and we will need to see where we go from here, in the light of the Due Diligence process. The focus last year was on the Ofsted Action Plan. He advised that we have been working hard on putting measures in place around Student and Parent Voice and had been making progress until March. Behaviour on the buses remains a work in progress where we intend to put in place bus monitors.</p> <p><b>Governor question:</b> Do students understand the pastoral structure and framework in school?</p> <p><b>Response:</b> We have introduced Heads of Key Stages with teaching staff leading on behaviour and academic progress, supported by the existing pastoral support staff. The lines were blurred so putting these people in roles has given the students more clarity, however there is still more work to be done.</p> <p><b>Governor question:</b> When would it be possible to make a report to the IEB on the progress of this?</p> <p><b>Response:</b> Before Christmas, at the December meeting. Issues raised by Student Voice now suggest that students do feel safe in school, there is little racist or homophobic language and only a few bus issues.</p> <p><b>Governor question:</b> Are we making progress with the minority of students that are unhappy? Have we been proactive in contacting families who are hard to reach or difficult to engage. Has there been a methodical approach?</p> <p><b>Response:</b> We believe there has been progress but, given the nature of the issue, it is difficult to clearly measure impact in school.</p> <p><b>Governor:</b> So you think the negative comments in the community and the school primarily reflected the views of a small group?</p> <p><b>Response:</b> A bit of both. It will be interesting to see if the Student Voice says the same to Academy staff as to us in school.</p> <p>S Cleary asked if governors felt there was anything missing in the IEB Development Plan. It was suggested that setting out interim milestones would be useful so that the IEB can hold the school to account on its progress. S Cleary pointed out that there are milestones in the plan and governors should be aware of the ones we have reached so far. It was agreed, however, that the milestones</p>	<p>M Dawson</p> <p>D Read/ S Cleary</p> <p>S Cleary</p>
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	<p>needed to be updated due to COVID and that updated milestones would be produced at the next meeting.</p> <p>D Read advised that the Due Diligence process will finish on 5<sup>th</sup> October and that an Improvement Plan will be needed to go forward to the RSC, if the Trust decide to take on the school. This could form the basis of an updated and combined School Improvement Plan. It was agreed that this would be tabled at the next meeting for agreement by the IEB.</p>	D Read
10.	<p><b>Update on academy conversion:</b></p> <p><b>Confirmation of nominated academy sponsor and verbal progress update.</b></p> <p>D Read thanked S Cleary for accommodating Scalby staff last week, which was very positive. He advised that two members of staff will be in school on Wednesday to look at behaviour, pastoral systems and avenues for effective communication. There has been fast paced progress and he will let the IEB know the outcome by 6<sup>th</sup> October.</p>	D Read
11.	<p><b>Proposed allocation of Covid19 catch-up premium:</b></p> <p><b>To consider proposals for funding allocation.</b></p> <p>S Cleary talked through the paper he had produced for governors, which showed that a grant of £63,760 will be received for Year 7 -11 students. The actions in the plan are based on the recommendations of the Education Endowment Foundation. He advised that we are in a good place in terms of quality of teaching and learning, but will look at one to one support as a positive means of adding value. After school catch-up support will meet criteria for funding. We would like to use teaching staff for extra support and provide I.T. to support students where this is a barrier. Staff will provide mentoring to help students with transition back into school at tutor time.</p> <p><b>Governor question:</b> There are a lot of actions in the plan, but not a lot of money. Is there enough money allocated and how will you prioritise?</p> <p><b>Response:</b> Some things will not cost anything, but they will be things we need to do.</p> <p><b>Governor question:</b> How will you create capacity?</p> <p><b>Response:</b> There will be TLR payments for staff who are providing after school support. Some staff will do this voluntarily, but a one-off payment of TLR is a good gesture to staff.</p> <p><b>Governor question:</b> What outcomes do you expect from these resources and how will you report these to the IEB? The IEB needs to be able to track how this money is being spent.</p> <p><b>Response:</b> We do not know what the outcomes will be. We will know more when we do a progress report.</p> <p>It was pointed out that we need to think about SEN students. S Cleary agreed that SEN students are the most vulnerable and are the students that will benefit the most from this fund. It was stressed that baseline evidence needs to be produced and refined into 3 or 4 big things that we are going to do with the money. The Chair agreed that we need to be clear about how the school is targeting the money and what impact it is expected to have.</p>	
12.	<p><b>Headteacher's report, including headline data and commentary on:</b></p> <ul style="list-style-type: none"> <li>● Feedback on school reopening</li> <li>● Behaviour</li> <li>● Attendance</li> <li>● Safeguarding</li> <li>● CPD</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staffing issues</li> </ul> <p>S Cleary talked through the paper he had produced for governors, which shows that feedback on school reopening was very positive. Buses are an issue as we are tied into a public bus service. Wet lunch had been a challenge. There is compulsory wearing of face coverings in corridors. We recruited more students than we budgeted for and anticipated, including the 6<sup>th</sup> Form. Behaviour has been really good with calm students. Split breaktimes and lunchtimes have worked. There have been very few students removed from lessons and detentions. There have been some exclusions. One was a 5 day exclusion, which was the right decision as it was a safeguarding incident. Attendance has been difficult to measure and is starting to decline for various reasons. We have had no confirmed cases of Covid. Staff have completed Child Protection and Prevent training.</p> <p><b>Governor question:</b> Was attendance up to 90%?  <b>Response:</b> No, 87% to date. There has been some paranoia amongst students. M Dawson asked that a more detailed breakdown of attendance be produced at the November meeting.</p> <p>S Cleary outlined staffing changes, including new starters and changes in roles.  <b>Governor question:</b> When will staff appraisals be complete?  <b>Response:</b> These are on-going and will be ready for when the panel meet. S Cleary and M Dawson to discuss and arrange a date.  <b>Governor question:</b> What needs to be removed in terms of workload for teachers?  <b>Response:</b> We have tried to make appraisals as straightforward as possible without too much paperwork.</p> <p>S Cleary advised that we have lost an ATS, R Bramley’s teaching and also his own teaching commitments have been significantly reduced. SLT are finding it very difficult with extra duties. He suggested that he would like to bring in extra ATS support to replace two ATS’s who are qualified teachers. He proposed 0.4 ATS cover to replace a scientist and a linguist to release J Ambrose and B Davies, who are two SLT leaders.  <b>Governor question:</b> What would be the cost to the budget?  <b>Response:</b> We have not put any costs in as the Headteacher’s insurance will more than cover the costs of this. The IEB agreed the additional resource in principle, on the basis that S Cleary would provide the Chair with detailed costs. If satisfied, the Chair would then give final approval.</p> <p>13. <i>Confidential item – separate minutes.</i></p> <p>14. <b>Update from performance management committee</b>  The Chair advised that governors were in the process of arranging an external advisor for S Cleary’s performance management. Committee to consist of J Plews, S Bray and M Dawson. The Chair informed the IEB that the performance management committee had agreed a revised salary for S Cleary as Acting Headteacher, backdated to when he originally took on the role. This salary had been benchmarked with NYCC. A letter of appointment as Acting Headteacher had been issued on this basis.</p> <p>15. <b>Policies</b>  Lockdown Policy – S Cleary suggested that, if the IEB was happy, he would like to discuss this policy with D Read and M McCluskie as the policy and procedure is a</p>	<p>S Cleary</p> <p>S Cleary/ M Dawson</p> <p>S Cleary/M Dawson</p>
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<p><b>16. Any Other Business</b></p>	<p>draft and needs updating. This could then be brought back to governors at a future meeting. He also suggested a Lockdown practice. All other policies were approved by the Board.</p> <p>None.</p> <p><b>Future Meeting Dates</b>  M Dawson produced provisional dates for the next meetings as follows:  26<sup>th</sup> November 2020 at 5pm  17<sup>th</sup> December 2020 at 5pm  21<sup>st</sup> January 2021 at 5pm  11<sup>th</sup> February 2021 at 5pm  18<sup>th</sup> March 2021 at 5pm</p> <p><i>Meeting closed at 7.13pm</i>  <i>Date of next IEB meeting - Thursday 22<sup>nd</sup> October 2020 at 5pm</i>  <i>(via Microsoft Teams)</i></p>	
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Action	Person Responsible
Complete Declaration of Interest Form	D Read/R Cannon
Set up meeting for Headteacher's Appraisal	M Dawson
Code of Conduct Forms and KCSIE Policy liaise with K Holbrook	Clerk
Integrated Financial Plan to Trust	M Dawson
DBS Applications	J Plews/D Read
Draft letter for website	M Dawson
Updated milestones in the IEB Development Plan	S Cleary
Improvement/Action Plan by the Trust	D Read
Inform IEB of the outcome of the Due Diligence Process by 6 <sup>th</sup> Oct	D Read
Breakdown of attendance figures	S Cleary
Arrange a meeting to discuss staff appraisals	S Cleary/M Dawson
Discuss staffing costs regarding SLT cover	S Cleary/M Dawson