



**Becton Transition Board
Theme – Kenwood/Moncrieffe
Tuesday 6th December 2022 at 16:00
Broadfield Court, Sheffield, S8 0XN**

Those Present:		
Joel Hardwick	Assistant CEO – Strategy & Partnerships/Chair	JH
James Gibson	Executive Headteacher	JG
David Poulson	Community Governor	DP
Jenny Ashton	Parent Governor	JA
Richard Hadfield	Headteacher	RH
Matt Hallam	Deputy Headteacher	
Also Present:		
Vicky Hawksley	Governance Clerk	Clerk
Apologies:		
Sapphire Johnson	Wellbeing Governor	SJ
Kizzy Jaycock	Staff Governor (observer)	KJ

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from: SJ and KJ</p> <p>JH invited expressions of interests from governors to take on the role of Vice-Chair for this Academy Council. However, it was agreed that due to the small number of members on this Council, this will be revisited when the number of members has increased.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from: SJ and KJ.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business to be considered.</p>	

None.	
3. DECLARATION OF INTERESTS	
3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda None raised.	
4. CHAPEL HOUSE ACADEMY LOCAL GOVERNANCE MINUTES	
4.1. To approve the minutes of the following meetings: Becton Transition Board on Tuesday 11th October 2022. The minutes were approved as a correct record of the meeting.	
4.2. Review Action Tracker The outstanding actions on the tracker were reviewed and updated.	
4.3. Matters Arising from the minutes None raised.	
5. ITEMS TO BE CONSIDERED	
5.1. Headteacher Report JG explained that the deamalgamation process is almost complete. Staff and pupils were given the opportunity to design a logo for Kenwood and three shortlisted designs were sent to a local artist. We expect the logo to be agreed and finalised by the end of this term and we are still expecting deamalgamation to take place on 1 st January 2023. Sickness absence – JG reported that the figures are much better than last year although they are still higher than pre-Covid. A number of staff are at different stages of the sickness absence process and JG explained the different stages and how the process works. Lots of new staff have joined the school and in terms of workforce turnover there are no concerns to raise. Post-16 provision – JH asked if this is at full capacity in terms of leadership of this area. JG explained that we considered appointing a Deputy Head for Post-16 but decided against this and chose a model where staff were allocated specific areas of curriculum responsibility. At the moment the sixth form provision is a smaller part of the school and it was felt that this area does not warrant a Deputy Head in place at the moment. We will revisit this in the future because in the Ofsted framework post-16 provision has its own section in the inspection.	

In the longer term we could anticipate a sixth form of around 90 students and if this did happen then we would look at putting a senior leader in place. MH is leading on the set up of the sixth form provision at the moment.

JH asked if the school is receiving support from the Nexus careers lead. Yes, MH has been meeting with her regularly.

DP asked what the ambition is for the sixth form in terms of numbers. JG and RH feel we could accommodate another 24 children into the current buildings but this would be very tight and could have a negative impact on the quality of education.

Quality of Education – MH explained that QA is built around the concept of deep dives and is a continuous process in line with our QA calendar. We now have curriculum leaders for every subject area across the school. QA has taken the form of conversations with curriculum leaders to ascertain knowledge and skills and curriculum intent. We also sought the views of our Y7 and Y11 pupils. Feedback was positive overall and we are confident that the quality of education is good across all areas.

Students are given options to choose from in the curriculum and we offer a broad enrichment programme which includes vocational, academic and community-based work. We offer Level 3 qualifications and provision is strong and ambition is high. Our students will be supported into FE/HE, apprenticeships and beyond.

The next steps are around the recording of assessments which was discussed with governors at the last meeting. Staff are now on board with this and we have created a system which enables clear communication with parents and we share with parents the progress their children are making. Staff are working with students at the moment to ensure assessments are moderated. Our assessment will be around tracking students appropriately based on their individual needs and whether what we are teaching them is being retained.

JG explained that the school is proud of the results from Pupil Engagement and recognise that we cannot compare progress or attainment of the young people we work with because every pupil has different and unique needs.

JH asked whether the LA would deem that the 20 students who stayed on in Kenwood were a success, as they have not progressed beyond that. Is the sixth form curriculum demonstrating that these children are able to move onto a higher-level curriculum? JG explained that the post-16 curriculum is progression, and enables students who have found education a challenge to gain the qualifications they can whilst gaining work experience and developing the skills that will enable them to be functional members of society.

DP asked whether a suitability assessment is carried out for our children wanting to progress into the sixth form? There is the annual review process and we provide students with the advice and guidance they need. JG explained that parental choice is a major factor in these decisions and if parents choose us then we would be in a position to take them.

DP asked whether we discuss with parents and students about whether sixth form is the right choice for them. RH explained that the breadth of destinations that our students are going on to shows that they are seeing all the options and getting that guidance.

JA stated that we have an annual review of EHCPs and this provides an opportunity for parents to talk about future plans for their child, as well as career options. DP is confident that the school is doing the right thing but we need to be able to evidence this if asked about it.

RH explained that, based on the recent QA activities we have completed, we are confident that the quality of education at Kenwood is good, but acknowledged that there is still a lot of work to do. When Kenwood officially opens in January 2023 there will be a clear curriculum in place.

The school has over 100 children on roll now. This represents an increase of 60 children over the last two years. We have grown the culture of the school and have the right staff in post to ensure the quality of education is positive for all our pupils.

Behaviour and Attitudes – RH explained that the Ofsted framework changed in September 2022 around this issue and noted that there have been demonstrable improvements in behaviour and attendance across the school.

RH reminded governors that the Kenwood cohort of children have significantly higher mental health needs than students in other special school provision and this has a proportional effect on their attendance. However, day-to-day around school the environment is positive and calm. Lessons are quiet and focussed and breaks and lunchtimes are noisier. Whilst the lack of breakout space is an issue with our buildings, there have been no exclusions.

DP asked what action we take to improve attendance having identified the issues. JG explained that numbers have grown so rapidly that we can now show that attendance improves on average when students join us. However, it is quite difficult to identify what specific actions are making the difference with individual young people. Attendance has improved over the initial period and one of the reasons is the quality of our Learning Mentors.

RH reported that we now have Y7 pupils joining the school who have not attended school for 2 years and we re-engage them in learning as they are still at Y5 level in terms of their knowledge. These pupils represent a small sample of the school and most of them have really good attendance.

We are working with professionals and external agencies to determine how we can improve attendance and share best practice. DP commended the school on this data and feels it demonstrates to governors that the leadership team at the school have a handle on this issue. RH explained that we are hoping to get a CAMHs worker from the NHS for one day a week which will make a big difference to some of our children. DP feels that 87% attendance is really good for our school.

The vast majority of absence is illness related and medical appointments. Our focus going forward will be on unauthorised absence – we feel this should be much lower at Kenwood and mostly relates to one or two cases.

Personal development – JG feels that the school is under-developed in this area as the new member of staff responsible for this has only been in post since September 2022. However, changes are already being planned and a lot of work is being done on student voice.

JH asked about our links with Sheffield Hallam University (SHU) – MH explained that we have been working with Whirlow Farm and the DWP with our students and some of them will be given job interviews. We are preparing our students for work experience and some of this will be with SHU – we had a cohort of 10 students who visited SHU to look at the café and refectory and we hope this may lead to longer-term work experience in future.

We now run after school clubs for the first time ever and children are staying behind to take part in these activities. We will aim to provide attendance figures for these clubs to governors at the next meeting.

Overall Effectiveness – by the next meeting we will no longer be part of Becton and will become Kenwood Academy with our own school logo. The first school SEF and SIP will be in place for the next meeting. JG is confident that if the school were to be inspected in the first few weeks of next year we would be in a strong position. Possible areas of risk would be the increase of 24 more children in the space we currently have. We will try to address these issues before the end of the year.

Space is an issue for our students and we need to focus on getting additional space for increased numbers whilst still maintaining the quality of education that we currently have.

Could this additional space be funded from our own reserves? JG explained that the school will have to fund an unfunded pay rise for support staff along with a 3% pay increase for teachers next year. However, JG feels we could fund the extra space by growth but the problem will be getting the LA to provide accommodation in advance. JG feels the school should grow by a maximum of one class. If additional space were available then we would be able to fill it with additional students.

**ACTION:
JG
21/03/23**

5.2. Community Voice Report

Report circulated – much of this has already covered above. Community Voice will develop over the medium term and some changes have already been implemented. Triangulation is happening with different stakeholders and this has been very positive so far. The Kenwood community is very new but the culture is strong and community input is still in its early stages.

JG explained that the priority is to manage the changes positively and support staff in developing and adapting to these changes.

<p>Do we conduct a Staff Survey? Yes, this is done via Nexus. JG expects to have the results of this for discussion at the next meeting.</p> <p>School Fund – JG explained that there is around £10k in this fund at the moment. The majority of this has come from Becton’s Christmas Market. JG feels that Kenwood should be allocated a portion of this fund when the split from Becton is finalised. JG and governors agreed that the sum of £4k would be a reasonable split given the 60/40 split in student numbers between the two schools.</p>	<p>ACTION: JG 21/03/23</p>
<p>5.3. Budget Report</p> <p>For information.</p> <p>DP requested clarification on the surplus of £160k. JG explained the work underway to deamalgamate the budgets, including the surplus in a fair and reasonable manner.</p> <p>JG explained that the current expectation is that the school will have a £12k deficit but JG expects that a more accurate picture will be available when the split from Becton takes place. DP expressed concern that JG is not getting sufficient information or support on understanding these figures. JG is meeting with the CFO next week and will try to clarify what the figures mean. It was agreed that JG would provide a commentary on the budget for the next meeting and will feed back to governors on his meeting with the CFO.</p>	<p>ACTION: JG 21/03/23</p>
<p>5.4. Teaching Staff appraisal outcome report – verbal with report to follow</p> <p>JG explained that all eligible staff progressed and one member of staff was given accelerated progress.</p>	
<p>6. TRUST MATTERS</p>	
<p>6.1 Trust Verbal Update of key issues</p> <p>JH explained that the unfunded pay rises of £1925 for all support staff and 5% for teaching staff have created a lot of financial pressure on some of our settings. We have secured an increase in funding for our special schools following legal challenges pursued by the Trust prior to this and need to continue to be clear and vocal in support for increased funding to support the operational needs.</p> <p>A number of conversations are taking place that could result in further growth for the Trust.</p>	
<p>7. ANY OTHER URGENT BUSINESS</p>	
<p>7.1 To consider any other urgent business.</p>	
<p>8. CONFIDENTIALITY</p>	
<p>8.1 To consider the confidentiality of any items discussed during the meeting.</p>	

9. DATES OF NEXT MEETING

Tuesday 6 th December 2022	16:00 – 18:00	Kenwood Centre	Theme - Kenwood/Moncrieffe
Tuesday 7 th February 2023	16:00 – 18:00	Chapel House	Theme - Medical/Becton
Tuesday 21 st March 2023	16:00 – 18:00	Kenwood Centre	Theme - Kenwood/Moncrieffe
Tuesday 23 rd May 2023	16:00 – 18:00	Chapel House	Theme - Medical/Becton
Tuesday 11 th July 2023	16:00 – 18:00	Kenwood Centre	Theme - Kenwood/Moncrieffe

Minutes approved

CHAIR	SIGNATURE	DATE