



# Governor Meeting

Reason for Meeting FGB Meeting	Start: 14/07/2023 00:15:00	End: 14/07/2023 02:15:00
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## Governing Body

Sarah Edwards	Headteacher
Shelagh Morris	Co-opted Governor (Chair)
Caroline Smale	Co-opted Governor (Vice Chair)
Sean Pond	Co-opted Governor
Andrew Palmer	Co-opted Governor
James Mottram	Co-opted Governor
Andrew Sudron	Associate Member
Edward Lyons	Local Authority Governor
Si McInerney	Parent Governor
Peter Hawthorn-Smith	Parent Governor
Emma Gibson	Staff Governor

## Core Functions of the Governing Body:

- **Ensuring clarity of vision, ethos and strategic direction**
- **Holding the Headteacher to account for the educational performance of the school and its pupils**
- **Overseeing the financial performance of the school and making sure its money is well spent**

## Strategic Objectives

At Springwater School...

- We will offer a vacant placement to a SEND child and/or young person whose special educational needs are life long, severe and complex and support them and their family during their learning journey.
- Pupils will achieve their potential, developing their engagement with their world and their voice as they prepare for adulthood.
- We will continue to value the skills and well-being of our staff and invest in their career development.
- We will plan and develop a sustainable future.

## MINUTES

Item	Description	ACTION
	<b>PROCEDURAL</b>	
FGB.101.23	<b>Welcome</b> SMo welcomed everyone to the meeting.	
FGB.102.23	<b>To receive apologies and record the acceptance of apologies</b>	

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	Ed Lyons had sent apologies due to work commitments and these were accepted. Ed has also resigned from the governing board due to taking on a new role in the Army which will mean spending more time out of the country, and therefore cannot fully commit to his role as LA Governor. Governors accepted his resignation and noted thanks for his time and commitment whilst he was on the board. A card was signed and SMO will forward on.	
FGB.103.23	<b>To remind Governors to declare any pecuniary or non-pecuniary interests</b> None.	
FGB.104.23	<b>To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection</b> Governors were reminded of the need for confidentiality.	
FGB.105.23	<b>To declare the notification of any other business to be discussed later in the meeting</b> Two items submitted by Yvonne Heys (School Business Manager).	
FGB.106.23	<b>To approve and sign the minutes of the meeting held on 18<sup>th</sup> May 2023 (inc. Confidential Minutes)</b> One typo in point 93 (Access replaced with Assess) – amended and signed.	
FGB.107.23	<b>To discuss any matters arising from the minutes</b> <ul style="list-style-type: none"> <li>• FGB.31.22: SE to circulate SIP following the strategic planning meeting so SMO can finish the work – Work is not yet complete, but the work relates to link governors. There is also a requirement for an Equality Link Governor. SMO will work on this over the summer and send to governors for comment ready for September. <b><i>Closed for purpose of the minutes and will be covered in SIP items in the Autumn.</i></b></li> <li>• FGB.32.22: Strategic Objectives - Objective 1, paragraph c: wording to be altered to reflect that the expansion is not a foregone conclusion, and that the objective reflects the wide views amongst the governing board - not yet amended but is on SE's list to do. <b><i>Closed for purpose of the minutes and will be covered in SIP items in the Autumn.</i></b></li> <li>• FGB.90.23: Chair Update: LE to source clerk to cover EGM on 20<sup>th</sup> July. <b><i>Complete (but meeting now cancelled).</i></b></li> <li>• FGB.90.23: Chair Update: SP to circulate script for governors on academisation if asked about this when in school. <b><i>Complete.</i></b></li> <li>• FGB.90.23: Chair Update: SMO to chase local MP regarding a visit to school – Andrew Jones (MP) is visiting school on 14<sup>th</sup> July and will meet with JM, SMO &amp; SE. The discussions will be focussed on</li> </ul>	

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	<p>pupil funding and the building. EG reported that staff are anxious about available space in September. Update at next meeting.</p> <ul style="list-style-type: none"> <li>• FGB.91.23: Headteacher Report: SE to include a baseline for RAG rating staffing needs/impact on classroom – verbal report at this meeting so SE will include this in the next written report. SE will also rate departmental pressures. <b>Complete but noted for next meeting.</b></li> <li>• FGB.91.23: Headteacher Report: SE to add numbers of staff who are being monitored through the Sickness Absence Policy to the RAG ratings. <b>As above.</b></li> <li>• FGB.92.23: SIP – <b>On agenda.</b></li> <li>• FGB.94.23: Communications Policy. <b>On Agenda.</b></li> <li>• FGB.95.23: Safeguarding: AS to produce a brief analysis of safeguarding issues to aid signposting of the materials available to support – <b>to be picked up under item 114.</b></li> <li>• FGB.99.23: Governor Visits: SMO to send a list of dates out and governors to all respond with a preferred month. <b>Complete</b></li> </ul>	SMo
	<b>BUSINESS</b>	
FGB.108.23	<p><b>Chairs Update</b></p> <p><u>Budget</u>: SMO reported that there had been discussions with NYC regarding the deficit budget. NYC instructed governors to submit the deficit budget and governor’s request for a letter of approval from NYC as per the Budget Management Policy has still not been received. After governor agreement the budget was submitted at the end of June which has allowed Yvonne to continue her monitoring and produce a monthly report. The report from the SRMA has only just been received so the outcomes of this will be communicated once it has been reviewed.</p> <p><u>Band 10 Funding</u>: There are a number of outstanding issues with funding, and SMO wrote to the Assistant Director regarding these. Some of the historical issues have been resolved but there are still some issues outstanding. Information within the data is incorrect – names, dates etc. Yvonne is working hard to resolve these matters.</p> <p>The Band 10 panel met on 10<sup>th</sup> July and SE has not heard any outcome from this. Only four out of the seven cases went to this panel. The remaining three will go to the next panel.</p> <p>SE commended and thanked JM and SMO for their work and commitment in supporting SE on these matters.</p> <p><u>Academisation</u>: visits to all three MATs are now complete. We are meeting again with Mowbray School in September to ascertain their views as we are both looking at the same MATs. The Academisation Committee met on 17<sup>th</sup> July to review all three visits, but there is more work to be done. Therefore, SMO confirmed that the EGM scheduled for 20<sup>th</sup> July is not going ahead.</p>	

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	<p><u>Expansion:</u> There is a meeting on 20<sup>th</sup> July. SE has raised various concerns with Stuart Carlton. The new Assistant Director visited school and various issues were also raised here – deficit, expansion, academisation, communication/support with NYC. SE wanted to highlight the anxiety over not knowing what we are expected to fund if the expansion goes ahead. SE concluded that departments are working in silos and there doesn't appear to be any communication between them.</p> <p><u>Safeguarding:</u> SMO has checked the SCR this half term and has a meeting next week with AS to make initial preparations for the NYSCP multi-agency panel. Selected schools invited to attend the panel will be informed w/c 18<sup>th</sup> September.</p> <p><u>Visits:</u> SMO attended the Wellbeing session with Jack Murphy King (teacher).</p> <p><u>Staff Uniform:</u> a request has come to governors to consider providing uniform for staff. Discussed at the F&amp;R on 22.06.23, this matter has arisen due to staff not following the Uniform Dress Code and SE having to speak with some staff about appropriate dress. SMO has asked Jack Murphy King to review the Uniform Policy as a first step but has also advised him that there isn't any money in the budget for a uniform.</p> <p><u>Moving on Fair:</u> SMO passed on her congratulations to everyone involved in this event. It was a very positive event, well attended and very well organised. The feedback from the organisations who attended was also very positive.</p> <p><u>LA Governor:</u> SMO &amp; SE met with a potential LA governor. <i>Update in item 117.</i></p> <p><u>Governor School Improvement Meeting (GSIM):</u> SMO attended and is waiting for slides to be circulated. Once they are SMO will forward on. <i>(Completed 19 July).</i></p>	SMo
FGB.109.23	<p><b>Headteachers Report</b></p> <p>SE gave a verbal update – SE had not had chance to submit a written report due to staff shortages (Covid) and having to cover classes.</p> <p>Consultations are continuing and SE is working closely with a named officer at NYC who is proving to be very helpful.</p> <p>The numbers on roll have increased since the F&amp;R meeting in June – 3 new places in secondary. There are 3 Primary aged children who should be in a Special school but there aren't any places for them. SE is going out to their schools in September to check on them as there could be potential in September to take them once classes are established and staffing is confirmed.</p>	

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	<p>EG has had a meeting with the NEU representative. They are keen to work with school to highlight the issues teachers and schools are facing.</p>	
FGB.110.23	<p><b>Update from Resources meeting</b> (<i>held on 22<sup>nd</sup> June</i>) Minutes and latest BMR were circulated prior to the meeting. Some issues have been noted under Chair report.</p> <p>At the meeting, governors were considering and trying to understand where the issues lie with the deficit budget. It was noted that this is mainly around an increase in support staff costs and SE and Yvonne are working to get more detail on this.</p> <p>Also noted:</p> <ul style="list-style-type: none"> <li>• We have had the SRMA visit, and a delay on getting the report.</li> <li>• There is little/no support from NYC.</li> <li>• Concerns for September and staffing levels will need to be reviewed when the children are in school in September.</li> <li>• NYC will not share any benchmarking information as they do not have capacity until next year.</li> <li>• BMR – saved £30k since the start budget and it is hoped this can continue but without detriment to staff and pupils.</li> </ul>	
FGB.111.23	<p><b>School Improvement Plan (SIP)</b> SE has met with SP for her performance management mid-year review, and this feeds into the SIP.</p> <p>AS and SE are looking at the curriculum plan for September.</p>	
FGB.112.23	<p><b>Curriculum Review</b> AS updated on the following:</p> <ul style="list-style-type: none"> <li>• <u>Curriculum</u>: a questionnaire shared with staff helped to identify strengths and areas for development in the curriculum, and there has been 2 curriculum focused staff meetings. In Primary there is focus on the pre-formal offer and a 3-year rolling programme has been developed – we have kept areas that were successful, and changed those that were not as successful.</li> </ul> <p>Teachers have had joint planning time and the feedback is that these are beneficial, so more are planned in for next year.</p> <ul style="list-style-type: none"> <li>• <u>Planning</u>: New format for pre-formal pupils. Teachers have looked at an Engagement model which helps capture smaller progress steps for some pupils.</li> </ul> <p>Sixth Form – pupils have celebrated gaining the NCFE qualifications in Maths and English. All pupils passed which is a great achievement. This has been driven forward by exceptional</p>	

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	<p>teaching and it is an opportunity for pupils to gain qualifications without having to sit exams.</p> <ul style="list-style-type: none"> <li>• <u>Assessment:</u> AS is reviewing assessment procedures using visits to other schools, questionnaires, staff meetings etc. We are trialling 'Evidence for Learning' on the advice of the SEA. After a successful trial it has been agreed that this will be implemented in September – it is very similar to what we already use but it provides a lot more background information. We have had one staff meeting to look at this and there will be three more meetings focussed on this in September. The software supports the strategic objective that says teachers need meaningful data. The new software will also help monitor EHCP outcomes much better.</li> <li>• <u>Quality of Education Committee (QofE) – Terms of Reference:</u> these were circulated prior to the meeting for approval from the FGB. The QofE committee haven't yet met but will start in the new academic year. The committee will look at curriculum and assessment and will feedback to governors, similar to the F&amp;R committee. CS has carried out research on similar committees and has shared the document with staff who are happy with it.</li> </ul> <p>Governor question: Is it a school committee or a governor committee? It is a school committee with the presence of 2 governors. It is an operational committee and needs staff input to make it meaningful.</p> <p>Governor question: How will you separate strategic from operational? QofE is part of the SIP and CS is the link governor for this. In order for governors to be aware of QofE issues, the committee will review operational issues and then they will be fed back to governors via CS, which then links into the SIP.</p> <p>Governor question: Is there any overlap on any work that is being carried out in school already? There is one group of staff who meet to discuss pre-formal curriculum which is very successful. We want to take the positives from this and formalise the process.</p> <p>Governor question: The committee are tasked with reviewing policies – could this be a distraction from the core purpose of the committee? Not all policies have to go to the FGB so this committee can review policies associated to the curriculum and assessment that don't need full governor approval but need to be approved somewhere. For example, the Collective Worship policy – this is part of the PSHE curriculum, so it makes sense for this committee to review this policy.</p> <p>After further discussion it was noted that the committee has a lot of responsibility if they are only meeting 3 times per year, but it is a process that needs to start as a supportive measure, and it can</p>	
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	<p>be reviewed. It is a very complex area that the committee will review so they will need to prioritise and plan ahead.</p> <p>Governors agreed the Terms of Reference and CS and AP were nominated to be members of the committee. The nominations were seconded and agreed. The Chair of the committee will be appointed at the first meeting. Minutes of the meeting will come to the FGB, and the committee will be reviewed at the end of the Autumn term.</p>	
FGB.113.23	<p><b>Policies</b></p> <p><u>Communications Policy</u>: Carry forward.</p>	SE/LE
FGB.114.23	<p><b>Safeguarding</b></p> <p>Matter Arising – Signposting: AS reported the following number of safeguarding concerns:</p> <ul style="list-style-type: none"> <li>• Autumn – 21</li> <li>• Spring – 45</li> <li>• Summer – 10 (to date)</li> </ul> <p>AS has carried out analysis and the most common reason for concerns raised are pupils arriving at schools with marks/scratches. Each incident is followed up with parents and social services (where relevant). The second highest reason is the care of pupils outside of school e.g., neglect. These matters are always followed up via the appropriate channel. With these two issues there is not much else that can be done pre-emptively, they are reactionary to ensure they don't reoccur.</p> <p>The third most common reason is to do with technology and mobile phones. Staff do talk to pupils and families about appropriate use, and this is supported through the curriculum. Workshops have been held for parents on online safety, but this wasn't well attended. This is an area that we need to engage more families with.</p> <p>AS reported that the NSPCC have a weekly update of online safety issues, and this could be something we could replicate. After discussion it was agreed there is potential to get the Sixth Form involved in creating awareness posters or making videos.</p> <p><b>Governor question: Is it the children or adults that are raising the concerns?</b> Both – the majority is from adults.</p> <p><b>Governor question: Are there any repeated concerns for the same child?</b> There is one child who AS is monitoring, and they are a self-referral. Children are very good at seeking help and support.</p>	

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	<p>It was noted that the number of incidents has dropped as the year has progressed, but governors also noted that the summer holidays are coming up so the children will not be in school.</p> <p>Governor question: What online platforms are used as sources of information for safeguarding? Updated KCSIE and NYSCP updates; NSPCC; and AS subscribes to a safeguarding briefing.</p>	
FGB.115.23	<p><b>New School Consultation</b></p> <p>SE had circulated a link prior to the meeting that invited people to comment on the potential opening of a new special school for autistic children aged 11-19 on the former Woodfield Community Primary School site.</p> <p>SE has already submitted an individual response but thinks it is worth submitting a collective one from the governing board.</p> <p>Governor question: How many of our children aged 11-19 would potentially be affected? None – the research shows that children who would potentially go to this school currently go out of County as there is not provision in the County for these children. SE is not concerned this is a threat to our numbers.</p> <p>After discussion it was noted:</p> <ul style="list-style-type: none"> <li>• The school would be better as a hub on a secondary school site.</li> <li>• Inclusion agenda isn't very well thought through.</li> <li>• The location is very isolated, and children would benefit from being on a bigger site with access to more qualifications and a broader curriculum.</li> <li>• Lost opportunity for Springwater to acquire and make better use of the building.</li> </ul> <p>SE will send a collective response and encouraged governors to submit individual responses.</p>	SE/ ALL
FGB.116.23	<p><b>Academisation Update</b></p> <p>Three MAT's have been visited – Wellspring, Ascent and Horizon, and they are all still under consideration. There is more work to be done around the finance element, and governors didn't get to see some of the actual school sites. Further visits are planned for September.</p> <p>SP reported that there are some concerns over the locations of the MATs – two of which are in Teesside so logistics may prove an issue.</p> <p>There is a further meeting scheduled with Mowbray school in September to see what their thoughts are.</p>	

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<p>Timescale – SP hopes to have a further update at the second FGB meeting in Autumn with a recommendation on where/how/if we progress. There is still a lot of work to do at this stage.</p> <p><b>Governor question: All 3 MATs are very different – do we know which route we want to go down, if any?</b> It is unclear at the moment. They all operate very differently in governance to finance areas. SP’s aim is to present the key differences to governors and then preferences can be made. SE may also have different priorities to governors.</p> <p><b>Governor question: Whose interest are we focussing on with this decision?</b> The priority has to be the pupils, but it is for all stakeholders and to ensure sustainability going forward.</p> <p>It was noted that staff are all engaging in different ways, and it would be useful to have EG’s input going forward. Governors asked EG what the feeling is amongst staff following the update from governors. EG reported:</p> <ul style="list-style-type: none"> <li>• There is fear amongst staff that this is happening too quickly.</li> <li>• There was a meeting with the NEU rep who, in EG’s opinion, was very negative towards academisation and pushed their feelings on to staff. AS reported that following the meeting with the NEU rep, they had sent an email with the minutes attached titled ‘Academisation Concerns’.</li> <li>• EG is trying to reassure staff that this is just an investigation at this stage and no decision has been made.</li> <li>• Governors need to be mindful on how this is communicated with staff.</li> <li>• EG has tried to get the message across that if we are to academise it is better to do it now and have control of our own destiny, instead of potentially being forced into a MAT further down the line.</li> </ul> <p>SE thanked EG for trying to remain balanced and SE will keep EG appraised of progress. It was also agreed that if feasible, EG should be part of the team who visits the schools.</p> <p><b>Governor question: Are staff concerned for fear of the unknown or fear of change?</b> Probably change and the negativity surrounding academisation. It is difficult to allay fears until we know which MAT (if any) we want to go with as they are all very different. The board has to remain strategic but also need to be open with staff.</p> <p><b>Governor question: Which other stakeholders do we have to consult with?</b></p>
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	<p style="color: red;">We have already informed the DfE and NYC that we are exploring academisation. If we decide to proceed there will be due diligence and a formal consultation process, but we are not at this stage yet.</p>	
FGB.117.23	<p><b>Governor Housekeeping</b></p> <ul style="list-style-type: none"> <li>• FGB Composition – Instrument of Governance: this will remain the same for the next academic year.</li> <li>• LA Governor vacancy: there is now a vacancy for LA governor following Ed Lyons resignation. SE &amp; SMO met with a potential candidate but after discussion, they are recommending not appointing as the candidate did not have the skills/knowledge areas we are currently looking for. The current skills audit highlights there is a gap in Legal expertise.</li> </ul> <p>LE will complete the form and advise the LA that we will not be appointing.</p> <p style="color: red;">Governor question: Will we get any more candidates? This will depend on the 'bank' of candidates that the LA currently has. They are generally in short supply, but if there is someone who governors would like to appoint, they can join as the LA governor, they would just need to complete some extra paperwork with Governor Support.</p>	LE
FGB.118.23	<p><b>Governor Training update</b></p> <p><u>Feedback from training undertaken since the last meeting:</u></p> <ul style="list-style-type: none"> <li>• SMO, JM &amp; AP attended the GSIM meeting on 3<sup>rd</sup> July.</li> <li>• SE has renewed her DSL training/status.</li> </ul> <p>AS advised he is running a safeguarding training session on 12<sup>th</sup> September 3.30-4.30pm if any governor would like to attend.</p> <p>Modern Governor – SMO encouraged governors to make use of this resource and undertake training related to their link roles, along with any general training. Sessions last around 30 minutes.</p>	
FGB.119.23	<p><b>Governor visits update</b></p> <p><u>Feedback from visits undertaken since the last meeting:</u></p> <ul style="list-style-type: none"> <li>• CS &amp; SMO attended the 'Moving On' fair.</li> </ul> <p><u>Future visits</u></p> <ul style="list-style-type: none"> <li>• SMO is meeting AS next week to undertake initial prep for the potential Safeguarding NYSCP panel next term.</li> </ul>	
FGB.120.23	<p><b>AOB</b></p> <p>Two items received from Yvonne prior to the meeting - 2 quotes that exceed SE's delegated financial responsibility.</p>	

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	<ul style="list-style-type: none"> <li>Future Steps SLA – Occupational Therapy sessions: budgeted for from Pupil Premium - £6k plus VAT.</li> <li>Playground resurfacing (Primary): budgeted for from Sports Premium - £5800 plus VAT.</li> </ul> <p><b>Governors agreed these quotes.</b></p> <p>PHS wanted to feedback on the EHCP process – he noted that the approach to targets is very good and the sessions were very well run.</p>	
FGB.121.23	<p><b>Dates for 2023/24</b></p> <p><b>Autumn</b>  28<sup>th</sup> September FGB  19<sup>th</sup> October F&amp;R  16<sup>th</sup> November FGB  7<sup>th</sup> December F&amp;R (revised budget)</p> <p><b>Spring</b>  18<sup>th</sup> January FGB  8<sup>th</sup> February F&amp;R (initial look at SFVS)  29<sup>th</sup> February FGB  21<sup>st</sup> March F&amp;R (approval of SFVS)</p> <p><b>Summer</b>  9<sup>th</sup> May F&amp;R (start budget)  23<sup>rd</sup> May FGB  20<sup>th</sup> June F&amp;R  11<sup>th</sup> July FGB</p> <p>LE will send calendar invites out during the summer holidays.</p>	LE

**Meeting closed at 18.40hrs**

ACTION TABLE		
Item	Action	Who?
107	Update from meeting with local MP	SMo
108	Circulate GSIM slides when received	SMo
113	Communications policy carry forward to next meeting	SE/LE
115	Submit collective and individual responses to new school consultation	SE/ALL
117	Advise Governor Support of the decision not to appoint the LA candidate	LE
121	LE to send calendar invites for 203/24 meetings	LE



# Governor Meeting

Signed:

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Name  
Governor