



## Governor Meeting

Reason for Meeting FGB Meeting	Start: 18/01/2024 16:15:00	End: 18/01/2024 18:15:00
-----------------------------------	-------------------------------	-----------------------------

### Governing Body

Sarah Edwards	Headteacher
Shelagh Morris	Co-opted Governor (Chair)
Caroline Smale	Co-opted Governor (Vice Chair)
Sean Pond	Local Authority Governor
Andrew Palmer	Co-opted Governor
James Mottram	Co-opted Governor
Andrew Sudron	Associate Member
Si McInerney	Parent Governor
Peter Hawthorn-Smith	Parent Governor
Emma Gibson	Staff Governor
Lynn Lewendon	Co-opted 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.44.23	<b>Welcome</b> SMo welcomed everyone to the meeting.	
FGB.45.23	<b>To receive apologies and record the acceptance of apologies</b> AP & EG sent apologies, and these were accepted.	

## Governor Meeting

	It was noted that EG was on long term sickness absence and in agreement with North Yorkshire Governor Support, SE can hold an interim election for a staff governor to cover whilst EG is absent. The appointee, however, will not have voting rights. SE will organise.	SE
FGB.46.23	<b>To remind Governors to declare any pecuniary or non-pecuniary interests</b> None.	
FGB.47.23	<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> The clerk reminded Governors of the need for confidentiality.	
FGB.48.23	<b>To declare the notification of any other business to be discussed later in the meeting</b> <ul style="list-style-type: none"> <li>Senior Leadership structure (Confidential)</li> </ul>	
FGB.49.23	<b>To approve and sign the minutes of the meeting held on 16<sup>th</sup> November 2023 (inc. Confidential Minutes)</b> These were approved and SMO signed a copy to be kept in school.	
FGB.50.23	<b>To discuss any matters arising from the minutes</b> <ul style="list-style-type: none"> <li>FGB.29.23: Find out if there is a Chair of Governors at Harrogate College – SE has emailed the college but hasn't had a response. However, links are developing and there are opportunities for students to visit the college this term. <b>Complete.</b></li> <li>FGB.30.23: Ensure only one copy of the Local Offer is on the website – This has been amended. SMc is carrying out a further review of the website to ensure it is up to date for the headteacher recruitment. It was acknowledged that the website is not very user friendly or easy to edit, but we are holding off moving to a new provider because if we join the Ascent MAT then the website will be overhauled. <b>Complete</b></li> <li>FGB.32.23: Comments to JM on the MoU by 25<sup>th</sup> November. <b>Complete.</b></li> <li>FGB.37.23: Find out if there is central support for EHCP's and challenges – SP reported there is no central support in Ascent for EHCP's so we would continue to review/complete as we currently do. <b>Complete.</b></li> <li>FGB.39.23: Revised Data Protection Policies to go to January FGB. <b>On Agenda.</b></li> </ul> <p>Governor question: Is it worth asking for Ascent's policies? Yes, but it won't address all of the issues, but we can aim to align where we can. SMO will ask for these on Monday.</p>	SMO

## Governor Meeting

	<ul style="list-style-type: none"> <li>FGB.39.23: Child Protection Policy to carry forward to January FGB. <b>On Agenda.</b></li> <li>FGB.40.23: Circulate NYC template for terms of reference and put on January FGB agenda – carry forward as not yet complete.</li> <li>FGB.42.23: Circulate dates of Christmas events to governors. <b>Complete.</b></li> <li>FGB.43.23: LE to find Clerk Cover for EGM on 13<sup>th</sup> December. <b>Complete.</b></li> </ul>	LE/ SMo
	<b>BUSINESS</b>	
FGB.51.23	<p><b>Chairs Update</b></p> <p><u>Academisation:</u> various ongoing meetings with Ascent and Mowbray. SP has presented to staff following the last FGB. The Edwin Group have presented on TUPE, and this was well received. Decision to proceed with application to join Ascent was ratified at the EGM on 18<sup>th</sup> December, following some queries raised at the EGM on 13<sup>th</sup> December (<i>further updates in item 53</i>).</p> <p><u>Expansion:</u> Met with Annabel Wilkinson and Amanda Newbold (NYC) to discuss funding challenges, especially around equipping the accommodation. They also toured the current buildings so they could see what we are currently working within.</p> <p><u>Headteacher Recruitment:</u> SMO/SP/JM/CS have formed a working group. It has been agreed to advertise for a substantive headteacher and we will use North Yorkshire Resourcing Solutions. A 'Needs Analysis' has been completed and SMO will circulate the final document to governors as it is a very useful document.</p> <p>(SMc left the meeting at 4.50pm)</p> <p>SMo is pulling the interview panel together - this will be a big commitment for governors as there will be shortlisting and two days of assessment/interviews. Dates are as follows:</p> <ul style="list-style-type: none"> <li>Closing date for advert – 25<sup>th</sup> February.</li> <li>Applications sent to governors – 26<sup>th</sup> February.</li> <li>Shortlisting – 29<sup>th</sup> February.</li> <li>Interviews – TBC</li> </ul> <p><b>Governor question: Where will the post be advertised?</b> Nationally but not in the TES. It will also be advertised on social media (Linked In).</p> <p><u>Finance &amp; Resources:</u> Met representatives from North Yorkshire Finance team on 18<sup>th</sup> December regarding financial support. We are still owed £50-60k in base funding. The in-year deficit we have stated to Ascent is -£49k but Yvonne Heys (School Business Manager) is</p>	SMo

## Governor Meeting

	<p>optimistic this could be reduced to zero. If the in-year deficit is not reduced, the cumulative deficit would be -£76k. This is positive news as we would be under what was predicted at Revised Budget time, and under the 3% that the DfE will allow when they consider an application to join an Academy Trust. Governors passed on their thanks to Yvonne and the team who have worked hard on this matter. (Further update in item 54).</p> <p><u>HTPM Annual Review:</u> detail of this is confidential, but SMO reported this is complete. SMO suggested that a different governor takes on this responsibility with the new headteacher given SP's workload with Academisation.</p>	
FGB.52.23	<p><b>Headteachers Report</b> Report circulated prior to the meeting. SE highlighted the following, and also invited questions:</p> <p><u>Staff CPD:</u> We are compliant with CPD and training, and we have very complex training needs. Kim Aytron co-ordinates the training calendar – this is a big job, so SE is very grateful for this.</p> <p><u>Governor question:</u> Should we be approaching Health Services to help with complex needs training? SE has tried to secure a Health Care Assistant who could bridge the gap between educational and medical needs. We have a lot of medical need which require devices/equipment and staff are trained in all of them. LL noted that some children need more medical support than educational support. There is an argument for a School Nurse to be on site full time to provide medical support to ensure teachers spend their time educating.</p> <p>LL advised that we need to be clear in the EHCP on all medical support that is needed for each child, and we then need to speak with the Head of School Nursing. It is a legal requirement in the health section of an EHCP to give schools the support that the child needs.</p> <p><u>Governor question:</u> Are all health needs listed in the EHCP's? They should be, but health needs are also listed in classrooms, often minute by minute instructions for each child, so these could be transferred into the EHCP's.</p> <p>LL &amp; SE will speak with the Head of Nursing at NYC.</p> <p><u>Consultations for pupil places:</u> PHS requested that there needed to be more narrative than data for governors on this section as it was unclear what the data was stating.</p> <p><u>Governor question:</u> What are the reasons for the high staff absence?</p>	LL/SE

## Governor Meeting

	<p>A stomach bug went around before Christmas, and there are some staff on long term sickness absence. Since returning in January, the absences have decreased, and staffing is more stable.</p> <p>Governor question: What are the RAG ratings indicating? This covers staff absences and vacancies/recruitment.</p> <p>Governor question: How is recruitment? We are in a good position – we have had some successful open mornings.</p> <p>Governor question: Are we appealing the out of area funding uplift that was rejected? Yes – the child is Looked After and there is a virtual head for LAC, so Yvonne is challenging this decision.</p>	
FGB.53.23	<p><b>Academisation Update</b></p> <p>SP has presented to staff covering the journey so far and the process we have been through. The presentation was well received and there were no major concerns from staff.</p> <p>SP has contacted the central team in North Yorkshire and now has a contact who deals with land transfers, pensions etc. SP has informed them of the pending building works.</p> <p>SP has spoken to the Edwin Group who has advised the following about the consultation process we must go through:</p> <ul style="list-style-type: none"> <li>• It is not a vote.</li> <li>• It is designed to make people aware and raise any questions.</li> <li>• Stakeholders included in the consultation are: staff, parents, Trade Unions, community, local councillors, anyone who uses the schools (e.g. swimming).</li> <li>• Documents need to be available on the website.</li> <li>• There needs to be a dedicated email address for questions and comments.</li> <li>• Suggested 2-3 weeks consultation period. SP recommends 3 weeks – 19<sup>th</sup> February to 8<sup>th</sup> March.</li> <li>• FGB convenes on 13<sup>th</sup> March to ratify and approve.</li> <li>• DfE Board meets on 22<sup>nd</sup> March.</li> </ul> <p>There is a lot of preparation work to do. We are meeting with parents on 6<sup>th</sup> February and will combine this with parents evening. There will be some open meetings during the consultation period.</p> <p>SE has submitted the application to the DfE, with a target date for conversion of 1<sup>st</sup> September 2024, but this could take longer.</p> <p>There is a meeting on Monday 22<sup>nd</sup> January with the Edwin group, Ascent, and Mowbray, as Mowbray have also applied to join Ascent.</p>	

## Governor Meeting

	<p>We will receive a grant of £25k to assist with the conversion, but £6k of this will go to NYC for the work they do on the process.</p> <p>Governors thanked SP for the work he has done on this matter.</p>	
FGB.54.23	<p><b>Update from Committees:</b></p> <p><u>Finance &amp; Resources:</u> Minutes from the last meeting were circulated and JM highlighted the following:</p> <ul style="list-style-type: none"> <li>The in-year deficit has reduced so we should be balanced by April. Future years are still forecasting a deficit, but this may change.</li> </ul> <p><b>Governor question: What are the reasons for the reduction in deficit? Mainly by reducing costs and challenging bandings.</b></p> <ul style="list-style-type: none"> <li>Following the meeting with NYC, we are due to be issued with a 'Notice of Financial Concern' but this has not been issued yet. This will be discussed at the F&amp;R meetings in the next couple of months.</li> <li>Memorandum of Understanding: JM thanked governors for their comments. JM would like to get this signed for the next FGB at the end of February.</li> <li>Plans for expansion – Yvonne is sending feedback this week – following this JM and SE will meet and bring the final plans to the next FGB. LE to put on agenda.</li> <li>Yvonne is chasing Sally Dunn for advice on wording for the Recovery plan.</li> <li>Cleaning contracts to be renewed in April.</li> <li>There have been some issues with catering, but things are improving. Children are now eating lunch in the hall in two sittings. This has helped children to sit better and eat.</li> </ul> <p><u>Quality of Education:</u> The committee has Terms of Reference but has not yet met. It is hoped that the first meeting will take place either the week before or the week after half term. AS reported that there is still a lot happening around the curriculum and assessment.</p>	LE
FGB.55.23	<p><b>Pupil Progress</b></p> <p>Document circulated prior to the meeting showing the short term EHCP outcomes achieved for the Academic year 2022/23 overall and by term.</p> <p>AS reported that termly trends are positive, but Sensory and Physical is the lowest performing area. We have engaged Future Steps to support in carrying out some targeted work.</p> <p>The analysis helps show which areas of the curriculum need improving. The advantage of this system will lead to more focus on short- and long-term outcomes.</p>	

## Governor Meeting

	<p>Governor question: How do we know if we are improving? The longer we use this system the more we can analyse and compare effectively. The document shows the percentage of what has been achieved and what is ongoing. AS is speaking with staff about progress in each outcome and understanding what good progress is for each individual child.</p> <p>SP suggested there needs to be a way of articulating to governors what this data actually means.</p> <p>Governor question: Would 'good' progress be based on an individual basis? Yes - there is so much diversity and breadth of need.</p> <p>Governor question: Could the data be shown by pupil banding? Possibly, or it could be broken down into pre-formal, primary etc.</p> <p>A governor suggested it would be useful to see anonymised case studies to show the methods being used and what is a good outcome.</p> <p>Governor question: Are you surprised that Sensory and Physical came out so low? Yes, so the software is useful to have.</p>	
FGB.56.23	<p><b>Safeguarding</b></p> <p>Termly report circulated prior to the meeting. The following was highlighted:</p> <ul style="list-style-type: none"> <li>• Training is all up to date. There has been a focus on Filtering &amp; Monitoring.</li> <li>• Policies are either up to date or in the process of being reviewed. The Child Protection Policy has been updated.</li> <li>• SMO visited on 28<sup>th</sup> September to meet with the DSL, and also in October for a check on the SCR.</li> </ul> <p>Autumn term key data:</p> <ul style="list-style-type: none"> <li>• 39 concerns raised by staff. Breakdowns of how these were addressed are included in the report.</li> <li>• 41 Child in Need</li> <li>• 2 LAC</li> <li>• 2 Post LAC</li> <li>• 4 Early Help</li> <li>• 2 Social Care referrals</li> <li>• 0 children with a CPP</li> </ul> <p>Filtering &amp; Monitoring: AS has completed Filtering and Monitoring training from Smoothwall. AS &amp; YH are notified if there is a breach in the firewall. AS will then have the conversation with the class teacher and, if appropriate, the child or young person.</p>	

## Governor Meeting

	<p>Governor question: How to you approach the conversation? AS receives a notification when there is a breach of the firewall. These are shared with the teacher in the class. The notifications include the child in question and the time, so teachers are able to share what was happening at the time. The breaches are mainly inadvertent (often an image that may come up in a search) and the staff are trained to be vigilant. If something gets through the firewall AS relies on staff monitoring and children raising convers with staff to let him know.</p> <p>AS has also used a test filtering website to ensure the firewall is working.</p> <p>Governor question: Does the system distinguish between pupils and staff? Yes, because you can tell which individual was logged into a device. Staff have been reminded of the risks of letting children use their laptops (Acceptable Use)."</p> <p>Governors thanked AS for his report.</p>	
	<p><i>Due to time constraints, it was agreed to carry items 57 - 60 forward to the next meeting due to the one confidential item that needed discussing. Remaining items are standing items.</i></p> <p><i>AS left the meeting at 6.15pm.</i></p> <p><b>See confidential minutes.</b></p>	
FGB.57.23	<b>Behaviour Report</b> - Carry forward.	
FGB.58.23	<b>Careers and Work Placements</b> - Carry forward.	
FGB.59.23	<p><b>Policies</b> - Carry forward.</p> <ul style="list-style-type: none"> <li>• Child Protection Policies (AS)</li> <li>• Data Protection Policies (<i>Revised following PHS input</i>): PHS reported there is further work to be done on these policies and the policies need to be fit for purpose. Carry Forward to next FGB.</li> <li>• Governor Discipline</li> <li>• Governor Expenses</li> </ul>	LE
FGB.60.23	<p><b>Governor Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Skills Audit - - Carry forward.</li> </ul>	
FGB.61.23	<p><b>Governor Training update</b></p> <ul style="list-style-type: none"> <li>• Feedback from training undertaken since the last meeting</li> </ul>	





## Governor Meeting

FGB.62.23	<b>Governor visits update</b> <ul style="list-style-type: none"><li>• Link Governor Feedback</li><li>• Monthly Visits</li><li>• Future Visits</li></ul>	
FGB.63.23	<b>AOB</b>	
	<b>Dates of next meetings</b> <ul style="list-style-type: none"><li>• 8<sup>th</sup> February 2024 – Finance &amp; Resources</li><li>• 29<sup>th</sup> February 2024 – FGB</li></ul>	

**Meeting closed at 6.55pm**

ACTION TABLE		
Item	Action	Who?
FGB.45.23	Organise cover for staff governor.	SE
FGB.39.23	Ask for Ascents Data Protection Policies	SMo
FGB.40.23	Circulate Terms of reference template and carry forward to next FGB.	SMo/LE
FGB.51.23	Circulate Needs Analysis to governors	SMo
FGB.52.23	Speak to Head of Nursing and NYC	SE/LL
FGB.54.23	Final building plans to go to next FGB – put on agenda	LE
Items 57 -60	Carry forward to next FGB	LE

Signed:

X

\_\_\_\_\_  
Name  
Governor