



Governor Meeting

Reason for Meeting: Full Governing Body meeting	Start: 03/10/2019 17:00:00	End: 03/10/2019 19:00:00
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Governing Body: Sean Pond (Chair), Sarah Edwards (Headteacher), Sophie Hartley, Andrew Sudron, Paul Lewendon, Sarah Daggett, Paul Addison

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

Agenda

Item	Description	Led by
	PROCEDURAL	
	Welcome	Chair
FGB.23.19	To receive apologies and record the acceptance of apologies	Clerk
FGB.24.19	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.25.19	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	Clerk
FGB.26.19	To declare the notification of any other business to be discussed later in the meeting	
FGB.27.19	The Governing Body <ul style="list-style-type: none"> • Election of a new Co-opted Governor • Election of the Vice Chair • Governor Visioning Day planning • Update on Staff governor • Confirmation of Link Governors • Confirmation of Complaints Panel members • Confirmation of Headteachers Performance Review panel • Leavers questionnaire • Dates of future meetings – 21st November 	Chair Chair Chair Clerk Chair Chair Chair Clerk
FGB.28.19	To approve and sign the minutes of the meeting held Tuesday	Clerk



Governor Meeting

	10 th September 2019	
FGB.29.19	<p>To discuss any matters arising from the minutes</p> <ul style="list-style-type: none"> • Clerk to amend the list of meeting dates and re-issue – completed • Clerk to arrange for the Statement to be uploaded to the website - completed • To confirm all governors have read a copy of the updated Keeping Children Safe and signed the declaration 	<p>Clerk</p> <p>Clerk</p> <p>All</p>
	BUSINESS	
FGB.30.19	To discuss the Summer term Data Dashboard	Headteacher
FGB.31.19	<p>To receive an update on Finance</p> <ul style="list-style-type: none"> • Budget monitoring • Feedback on discussions with NYCC 	<p>Headteacher</p> <p>Chair</p>
FGB.32.19	To feedback on the Collaboration/Federation discussion and the next steps	Chair
FGB.33.19	To receive an update on Safeguarding	Headteacher
FGB.34.19	The Forest School – Academy Consultation	Headteacher
FGB.35.19	<p>To approve the following Policies</p> <ul style="list-style-type: none"> • Child Protection • Safeguarding • Pay Policy • Health & Safety 	Headteacher
FGB.36.19	<p>Governor Training update</p> <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting • Future training planned 	All
FGB.37.19	<p>Governor visits update</p> <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting • Future visits 	All
FGB.38.19	AOB	
FGB.39.19	To discuss to what extent has this meeting contributed to improving pupil outcomes	All
	Date of next meeting – Thursday 24th October 2019 at 5pm	



Governor Meeting

Minutes

Present: Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Lewendon, Paul Addison, Shelagh Morris

Also present: Sandra Searle (LA Clerk)

Item

	PROCEDURAL	
	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting and introduced Shelagh Morris, a prospective Co-opted Governor to everyone</p> <p>The Chair also reported the resignation of Glenis Redhead due to ill health</p>	
FGB.23.19	<p><u>To receive apologies and record the acceptance of apologies</u></p> <p>Apologies had been received from Sophie Hartley and these were consented to. Sarah Daggett had arrived at the meeting but needed leave immediately due to a family emergency and took no part in the meeting.</p>	
FGB.24.19	<p><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></p> <p>Paul Lewendon declared an interest in item 34.19 as he has a son at the school to be discussed.</p>	
FGB.25.19	<p><u>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</u></p> <p>The Clerk reminded the meeting of the need for confidentiality, items requiring confidential minutes to be agreed during the meeting</p>	
FGB.26.19	<p><u>To declare the notification of any other business to be discussed later in the meeting</u></p> <ul style="list-style-type: none"> • Personal contact information 	
FGB.27.19	<p><u>The Governing Body</u></p> <ul style="list-style-type: none"> • <u>Election of a new Co-opted Governor</u> 	

Governor Meeting

	meeting	
FGB.29.19	<p><u>To discuss any matters arising from the minutes</u></p> <ul style="list-style-type: none"> • <u>Clerk to amend the list of meeting dates and re-issue – completed</u> • <u>Clerk to arrange for the Statement to be uploaded to the website – completed</u> • <u>To confirm all governors have read a copy of the updated Keeping Children Safe and signed the declaration</u> To be deferred to the next meeting to confirm all governors have read and signed the declaration <p>Action: Clerk to send the new Co-opted Governor a copy of the Keeping Children Safe in Education document</p>	Clerk
	BUSINESS	
FGB.30.19	<p><u>To discuss the Summer Term Data Dashboard</u></p> <p>This had been e-mailed out to all governors prior to the meeting</p> <p>The Headteacher explained the content and purpose of the document for the benefit of the new governor</p> <p>Question: On page 9 SaLT caseload, it shows 27 pupils with no involvement by this service, the same as last time, does this mean there is missing information? Answer: It could mean there has been an assessment but no involvement is needed or that the support is through the class team, this could be quickly reactivated to include the SaLT team</p> <p>Question: Is there an ongoing budget requirement, for staffing? Answer: Last year we used £2,000 of catch up funding to provide additional hours of support from the team. Catch up funding is awarded where pupils are assessed at year 7 as being below age expectation. We will be using Pupil Premium (PP) funding this year as we do not have any year 7 pupils. We have a very good SaLT offer as the NHS operate a vacancy control which could have left us short of hours, but they have managed it well this time and not left us with a vacancy.</p> <p>Governor Statement: That is very good for a contracted service Reply: The shared post arrangement with other schools works very well and makes the post more appealing</p> <ul style="list-style-type: none"> • There is a natural trend for the number of challenging incidents to reduce as the year progresses as the staff get to know the pupils better and behaviour plans are developed. This may have also reduced this year when the outdoor space was regained which allowed for break out and appropriate play times 	

Governor Meeting

	<p>Question: Pupil tracking for attendance – does some of this relate to extending school holidays? Answer: Within the policy and if exceptional I will authorise, if for instance there is a pupil who needs a quieter time away and parents request outside term time, or a specially adapted place is needed which is not available during the holiday, but I do try to minimise disruption to the pupil</p> <p>Question: You consider each case individually? Answer: Yes, I do</p> <p>Question: On page 10, can you explain why there was a spike in the autumn but it falls back in the spring? Answer: It was potentially a new youngster coming into school – checking boundaries or a pupil going into a new class, new dynamics, new teacher etc. with time and work with the family we would want these incidents to reduce.</p> <p>Governors noted that a major incident involves physical intervention with distinctive detailed reporting. Challenging behaviour is everything else and may be swearing, refusal to get up from the floor or move rooms, but where no physical intervention is needed.</p> <p>The Headteacher also warned governors there will be a massive spike for the autumn term this year.</p> <p>Question: Can you explain the spike in the spring term on slide 11 – Challenging Behaviour in nursery Answer: A pupil started late in the autumn term, there was a settling in period with challenging behaviour (tables and chairs being overturned, lying down and refusal to move) but with no physical intervention</p>	
FGB.31.19	<p><u>To receive an update on Finance</u></p> <ul style="list-style-type: none"> • <u>Budget monitoring</u> • <u>Feedback on discussions with NYCC</u> <p>The Chair reported he, the Headteacher and the Bursar had attended a meeting with Howard Emmett and Jane Le Sage where they had gone through the budget and the likely overspend for next year.</p> <p>Discussions had involved: -</p> <ul style="list-style-type: none"> • Where savings had already been made to reduce the projected overspend, the Assistant Director had said the school needed to ensure it protected a certain level of staffing and not put at risk the quality of education or the safety of pupils and staff • The outcome was that NYCC are going to go through the budget in detail with the Bursar at the end of October and see if improvements can be made. • They had asked if bigger classrooms could be made within the school – this could be investigated 	

Governor Meeting

	<ul style="list-style-type: none"> • The School Improvement Officer was not familiar enough with the school so Jonathan Tearle, Headteacher at Mowbray School would be coming in to look at the physical building & space. <p>The Bursar had made a bid for a Deficit Licence but this had been turned down as there was not a plan to further reduce the deficit, this would mean cash flow issues an increasing administrative workload for the Bursar in the future</p> <p>Governors noted the Bursar would be leaving at the end of October and the school would be buying in the NYCC Bursar service to cover this role.</p> <ul style="list-style-type: none"> • The Headteacher had also made the point to the LA that the school is proud of taking difficult to place children and has an open-door policy and we would want to continue to be that school but there was a question about the viability of the funding coming to support such pupils. She felt the LA had understood the problems but had not offered any solutions or a package of support regarding the budget position of the school to date. • A consultation meeting was due to take place the following day with 7 potential pupils being considered, but taking additional pupils into school would be a challenge despite the funding they would bring with them • Most applications were being turned down as the school was in a difficult position due to the staffing changes that were made to reduce the deficit, there was perfect storm of challenge in school now <p>Governors noted the changes made to classes this year, the Assistant Headteacher was back in class, HTLA's were leading classes to cover for teachers PPA time, additional pressure was being put on classes due to unwell pupils who were needing extra support and the impact this was having within the school</p> <p style="color: blue;">Question: What is the maximum number of pupils the school could take?</p> <p style="color: blue;">Answer: We are now at 83, I have asked the LA about our PAN but have not had any response as yet, I feel the maximum number is probably 85</p> <p style="color: blue;">Question: Can the LA overrule your decisions?</p> <p style="color: blue;">Answer: Yes, they can and insist we take pupils, we have a good relationship with the LA, and we do seriously consider all placement requests made. We also often need to make staff appointments for pupils before we get confirmation of the funding level</p> <p style="color: blue;">Question: What did Jane Le Sage's say about the quality of provision after the staffing changes that have been made?</p> <p style="color: blue;">Answer: We were very clear about provision in place, stopping</p>	
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Governor Meeting

	<p>1.2 teaching for per class for PPA and having HTLAs leading classes. She did seem shocked to receive this information and questioned if quality was affected but she noted red lines regarding any further reductions in staffing in place at school and discussions had taken place with the GB.</p> <p>Question: When engaging with the LA, do they want to meet half way?</p> <p>Answer: On balance and when required we can get more funding for Band 10 pupils, we do have to be clear and very aware of what we need</p> <p>Question: Is there a 3/4/5 year forecast and what is the impact?</p> <p>Answer: This is available from the 3-year financial plan which we regularly update, the outcome from the planned financial review will be very useful. Before the recent staffing changes were made several plans were drawn up showing what the effect of doing nothing would be on the budget & what the risks were to doing what we did – impact on pupil outcomes, staff wellbeing & health & the risk of losing staff.</p> <p>Question: Is NYCC doing projections for future numbers & provision?</p> <p>Answer: Yes, there is a Strategic Plan, but this is already out of date for provision, there is a tender out for a Free School in Selby, capped at 100 but it will have a slow build up, no 6th form and will not take PMLD pupils. I have not seen a plan to dealing with the bulge of pupils going from primary into secondary, and the number of EHCPs is growing</p>	
FGB.32.19	<p><u>To feedback on the Collaboration/Federation discussion and the next steps</u></p> <p>The Chair reported the meeting on collaboration requested in the summer term had taken place, there had been a presentation by School Improvement Partners and a number of schools had expressed an interest. He had also met with the Headteacher and Chair of Governors of Mowbray School.</p> <ul style="list-style-type: none"> • A letter compiled by a couple of the Headteachers would be circulated • Another meeting would be held to develop a business case and agree a list of questions for NYCC prior to another meeting in the Spring term <p>Question: Are they all special schools and in NYCC?</p> <p>Answer: Yes, we will discuss more on the 12th October</p> <p>The governors agreed to carry on with the discussions and involvement in this project</p>	
FGB.33.19	<p><u>To receive an update on Safeguarding</u></p> <p>The Deputy Headteacher handed round a paper on Safeguarding</p>	

Governor Meeting

	<p>headlines. He went through the report with the governors</p> <ul style="list-style-type: none"> • He had met with the Safeguarding Link Governor to go through the termly safeguarding report • The training information had been updated for the whole school • The table on page 4 is broken down by term • There is an overview of all the different pupil levels (i.e. CP & CIN) <p>Action: Deputy Headteacher / Clerk to upload report to the governors area in Springpoint</p> <p>Question (SP): Keeping Children Safe in Education (KCSIE) – an updated version was published in September, giving new ways of working for agencies we interact with, what are they? Answer: Yes, the Safeguarding Children’s Partnership has replaced the Safeguarding Board as from 29/09/19 and has issued a new CP Policy, the Deputy Headteacher will update and fully review the new ways of working</p> <p>Question (SP): In KSCIE document it says we need to publish our new working arrangements, there is a meeting on Wednesday for governors to attend. Answer: The Deputy Headteacher attended a similar presentation last Monday, there are no major changes locally, 3 partners were flagged up, details are given on the website.</p> <p>The Headteacher thanked the Deputy Headteacher for all his hard work compiling this very high-quality report.</p>	<p>Dep. Headteacher / Clerk</p>
<p>FGB.34.19</p>	<p><u>The Forest School – Academy Consultation</u></p> <p>A flyer sent out by The Forest School had been sent out to all governors prior to the meeting</p> <p>The Headteacher reported the Headteacher at The Forest School had asked for honest feedback in this genuine consultation</p> <p>Question: Where will the accountability be, how many schools are involved, are they all special schools? Answer: There are 18 schools, all of which are special schools, the accountability will be with the Multi-Academy Trust who has a CEO, a Lead on Teaching & Learning and a Lead on Standards</p> <p>Question: Is there a risk that if mainstream schools are part of the trust funding may be prioritised to achieve good exam results, the CEO will want a high functioning business model? Answer: Looking at their website it looks like all schools are special needs schools.</p> <p>The governors discussed in detail the possible effect and impact of the Forest School joining an academy trust on this school and how the LA could support the school with its premises and the</p>	

Governor Meeting

	<p>limited scope for expansion in the future.</p> <p>Question: Will the Trust have better working terms and conditions for members of staff? Answer: Most academies adopt the national terms & conditions for staff and do not go outside of the system as they would have to renegotiate terms with the unions</p> <p>Question: Can a school join an academy if it is in deficit? Answer: No, that is why we are looking at Federation. I am interested in exploring a continuum of provision, shared work & seamless moves with The Forest, so we are not left isolated.</p> <p>The governors agreed to make a return to the consultation using the flyer and also by letter, noting the small amount of space available on the flyer for comments & the lack of invitation to the community to attend the consultation meetings</p>	
FGB.35.19	<p><u>To approve the following Policies</u></p> <ul style="list-style-type: none"> • <u>Child Protection</u> • <u>Safeguarding</u> <p>Governors noted the Child Protection and Safeguarding policy are now all 1 policy</p> <ul style="list-style-type: none"> • <u>Health & Safety</u> <p>Both these were deferred to the next meeting</p> <ul style="list-style-type: none"> • <u>Pay Policy</u> <p>The Headteacher reported that this was a NYCC model policy, which needs personalising for the school and some dates changed.</p> <p>Governors noted there were very few changes to the previous policy</p> <ul style="list-style-type: none"> ➢ The pay award is 2.75% across the board, the government funding the 0.75% the school needing to fund the balance ➢ To go outside of the policy would require the school to negotiate any changes with all the unions involved <p>The Headteacher recommended the adoption of the policy and back dating to September 2019.</p> <p>The governors agreed to adopt the policy with only changes for school personalisation and dates.</p>	
FGB.36.19	<p><u>Governor Training update</u></p> <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting There was none 	



Governor Meeting

	A list of NYCC run training courses for the year to July 2020 had been e-mailed out to all governors that day.	
FGB.37.19	<p><u>Governor visits update</u></p> <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting • Future visits <p>There were none</p>	
FGB.38.19	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Personal contact details</u> Governors were asked to supply: - <ul style="list-style-type: none"> i) contact telephone numbers ii) best days/times of the week to come into school iii) permission to show this information in the governors area of Springpoint <p>Action: Governors to e-mail the Clerk with this information</p>	All
FGB.39.19	<p><u>To discuss to what extent has this meeting contributed to improving pupil outcomes</u></p> <ul style="list-style-type: none"> • The approval for staff changes which will improve the pupil: teacher ratios • The discussion about Federation – potential lead to increase pupil roll and collaborative approach for staff 	
	Date of next meeting – Thursday 7th November 2019	

Signed:

X

Name
Governor