



# Governor Meeting

Reason for Meeting: Full Governing Body Meeting	Start: 12/11/2018 13:00:00	End: 12/11/2018 15:20:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Lewendon, Glenis Redhead (GR), Sophie Hartley (SH), Jill Shaw, Peter Manning

*Our mission is "to strive to create an exciting and challenging curriculum tailored to each pupil in a safe learning environment with the use of specialised facilities. Where teaching and learning focuses on gaining key academic and life skills and our expert staff work in close partnership with pupils and their families to help pupils achieve their greatest potential".*

## 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
	<b>PROCEDURAL</b>	
	The Key – video (at 12.45pm)	
	Welcome	Chair
FGB.44.18	To receive apologies and record acceptance of apologies	Clerk
FGB.45.18	To remind governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.46.18	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.47.18	To declare the notification of any other business to be discussed later in the meeting	

## Governor Meeting

FGB.48.18	To re-elect Governors & Officers following reconstitution <ul style="list-style-type: none"> <li>• Co-opted governors</li> <li>• Associate Member</li> <li>• Chair</li> <li>• Vice Chair</li> </ul>	Clerk
FGB.49.18	To approve and sign the minutes of the meeting held on 22 <sup>nd</sup> October 2018	Chair
FGB.50.18	To discuss any matters arising from the minutes:- <ul style="list-style-type: none"> <li>• Potential new governor from GFS</li> <li>• New training plan</li> <li>• Costs of backdated pension costs</li> <li>• Progress on the working paper for school fund bids</li> <li>• Testing of Skype for Business link</li> <li>• Ofsted criteria added to Springpoint</li> <li>• New transport arrangements for pupils during building work</li> <li>• Governor visit reminder</li> <li>• Ratification of Pay Panel decisions</li> </ul>	Headteacher GR Bursar Chair/GR Headteacher Headteacher Headteacher  Chair Headteacher
<b>BUSINESS</b>		
FGB.51.18	To discuss and agree Governing Body items <ul style="list-style-type: none"> <li>• Governor recruitment</li> <li>• Spring term meetings</li> </ul>	Chair
FGB.52.18	To receive the latest Safeguarding report	Deputy Headteacher
FGB.53.18	To review SIP progress – updates on priority areas and headlines	Headteacher
FGB.54.18	To review Pupil Premium and Sports Premium outcomes and plans – deferred from the last meeting	Headteacher
FGB.55.18	To receive feedback on Pupil Accreditations & Transitions from school	Headteacher
FGB.56.18	To review pupil attendance	Headteacher
FGB.57.18	To review the Health and Safety Report	Headteacher
FGB.58.18	To approve the following Statutory policies <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Supporting pupils with Medical Needs and Management of Medicines</li> <li>• First Aid</li> <li>• Child Protection</li> <li>• Appraisal and Capability</li> <li>• Whistle Blowing</li> <li>• Admissions</li> </ul>	Headteacher



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	<ul style="list-style-type: none"> <li>• EYFS</li> </ul>	
FGB.59.18	To review Health Check Reports <ul style="list-style-type: none"> <li>• Peer Group report</li> <li>• LA Health Check Action Plan</li> </ul>	Chair/Headteacher
FGB.60.18	Governor Training update <ul style="list-style-type: none"> <li>• Feedback from training undertaken since the last meeting               <ul style="list-style-type: none"> <li>➢ GSINs</li> <li>➢ Safeguarding</li> </ul> </li> </ul>	All
FGB.61.18	Governor visits update <ul style="list-style-type: none"> <li>• Feedback on visits undertaken since last meeting</li> </ul>	All
FGB.62.18	AOB	
	Date of next meeting – Monday 10 <sup>th</sup> December 2018 at 1pm	

### Minutes of the FGB meeting held on the 12<sup>th</sup> November 2018

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Paul Lewendon, Glenis Redhead, Peter Manning, Sophie Hartley, Andrew Sudron, Jill Shaw, Michelle Farr

Also present: Sandra Searle (NYCC Clerk)

### Minutes

#### Item

	<b>PROCEDURAL</b>	<b>Actions</b>
	A video from The Key on How to Prepare Governors for Ofsted was shown prior to the meeting  The Clerk welcomed everyone to the meeting	
FGB.44.18	<b><u>To receive apologies and record acceptance of apologies</u></b> There were none	
FGB.45.18	<b><u>To remind governors to declare any pecuniary or non-pecuniary interests</u></b> None were declared	
FGB.46.18	<b><u>To remind governors of the need for confidentiality and to determine if any part of the minutes needs to</u></b>	

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	<p><b><u>be a confidential item and excluded from the minutes to be made available for public inspection</u></b>          The Chair reminded the meeting of the need for confidentiality, items requiring confidential minutes will be decided during the meeting</p>	
FGB.47.18	<p><b><u>To declare the notification of any other business to be discussed later in the meeting</u></b></p> <ul style="list-style-type: none"> <li>• Risk Assessment document from the Bursar</li> <li>• Application for flexible working</li> <li>• Secondary Residential trip for next year</li> </ul>	
FGB.48.18	<p><b><u>To re-elect Governors &amp; Officers following reconstitution</u></b></p> <ul style="list-style-type: none"> <li>• Co-opted governors</li> <li>• Associate Member</li> <li>• Chair</li> <li>• Vice Chair</li> </ul> <p>Following further advice from the Governance Unit this is not needed, all governors and term dates carry over without change.</p> <p><b><u>To elect a new Associate Member</u></b></p> <p>The Headteacher introduced Michelle Farr to the GB, who then gave a brief summary of her background, experience and what she would bring to the GB.</p> <p>Michelle Farr then left the room.</p> <p>Proposed by Sean Pond, seconded by Glenis Redhead Michelle Farr was unanimously elected onto the FGB as an Associate Member for a period of 4 years</p> <p>Michelle Farr re-joined the meeting</p>	
FGB.49.18	<p><b><u>To approve and sign the minutes of the meeting held on 22<sup>nd</sup> October 2018</u></b></p> <p>Subject to the following amendments the minutes of the meeting held on the 22<sup>nd</sup> October 2018 were approved and signed by the Chair at the end of the meeting</p> <p>Item FGB.37.18 should read:-  <a href="#">Question: In the maths strand 'using and applying' no sixth form pupils have made better than expected progress.</a></p>	



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	<ul style="list-style-type: none"> <li>➤ The terms of reference for a small committee drawn from school staff to meet half termly/termly to consider and approve bids to a specified amount (£3,000).</li> <li>➤ Terms of reference should include the words covering the objectives from the Constitution of the Charity. Should the local authority be unable to fund essential needs, the Trustees would need to carefully justify and document the reasons for the use of School Fund monies.</li> <li>➤ Quarterly reporting to the FGB</li> </ul> <p><b>Action: Headteacher to revise and resend to Chair and GR</b></p> <ul style="list-style-type: none"> <li>• <u>Testing of Skype for Business link</u> The Chair reported he had downloaded the software for testing.</li> </ul> <p><b>Action: Chair and Headteacher to test the link</b></p> <ul style="list-style-type: none"> <li>• <u>Ofsted criteria added to Springpoint</u> This was now available in the governors area in Springpoint</li> <li>• <u>New transport arrangements for pupils during building work</u> The Headteacher informed governors of the new arrangements for getting pupils into school at the beginning and end of the day. She said it was now going smoothly with a member of SLT and the Office Manager supervising movements in the layby outside the library. She also felt that it was helping to embed &amp; involve the school in the community &amp; develop relationships with the drivers and escorts.</li> </ul> <p>Question: What is the cost of the taxis being used? Answer: The LA is reviewing the cost of transport as SEN Transport manage the costs to and from school</p> <p>Question: Has the new arrangement had its challenges? Answer: Yes, we have worked closely with NY IPT (Integrated Passenger Transport), there were a few teething problems initially asking the buses to wait on Station View until the pupils were ready to board.</p> <ul style="list-style-type: none"> <li>• <u>Governor visit reminder</u> The Chair reminded governor to co-ordinate their visits with the Headteacher and focus on their area of the SIP. A copy of the plan had been sent out to all the governors</li> </ul>	<p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Chair/Headteacher</p>
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## Governor Meeting

	<p>Question: Who are the members of staff that governors need to be linked with?          Answer: They are identified within the plan, there may be more than 1 person to link with.</p> <p>Following a long discussion and advice on deliverable outcomes from the Associate Member it was agreed:-</p> <ul style="list-style-type: none"> <li>➤ A key set of objectives should be identified as part of a 3 year plan.</li> <li>➤ Within every objective clear outcomes for each year to be identified with stepping stones to show how this can be achieved.</li> <li>➤ Overall outcome statements to be kept broad, the detail to be shown within the year.</li> </ul> <p><b>Action: Headteacher, GR and MF to draw up a plan for consideration at the next FGB.</b></p> <p>Question: How aware and invested are the staff?          Answer: They have not all been made aware of the current plan yet?          Question: How will you introduce it?          Answer: Through performance management and staff meetings. Key staff have already been spoken to and know what is expected.          Question: Have they had sight of the SDP?          Answer: Not yet, it is being structured around the current Ofsted judgements but they are aware it is changing.</p> <ul style="list-style-type: none"> <li>• <u>Ratification of Pay Panel decisions</u>              The Headteacher reported that the Pay Panel had met and considered anonymised information on all staff. They were recommending the pay awards be agreed and the Bursar had built them into the latest budget projections.              The FGB ratified the decisions made by the Pay Panel</li> </ul>	Headteacher/ GR/MF
	<b>BUSINESS</b>	
FGB.51.18	<p><b><u>To discuss and agree Governing Body items</u></b></p> <ul style="list-style-type: none"> <li>• <u>Governor recruitment</u>              The Chair reported he had identified 3 potential new governors through the Inspiring Governance &amp; Governors for Schools websites &amp; gave a brief synopsis of each.              The governors discussed them and the skills gap within the GB. It was agreed:-             <ul style="list-style-type: none"> <li>➤ To arrange a visit for one of the interested parties</li> </ul> </li> </ul>	







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	<p>Question: LAC – is that related to the number of days in care?          Answer: Yes it can be related to the number of days in residential care. S17 of the Children’s Act defines CIN but it does not correlate with Social Work supported child in NYCC</p> <p>Question: Do you use agency staff?          Answer: Yes at times but not very much.</p> <p>Question: How sure are you that they know how to report concerns and to who?          Answer: There are posters up around the school highlighting the Safeguarding Leads in school, they also get safeguarding training from their agencies.</p> <p>The governors discussed how this could be reinforced and it was suggested information could be added to the fob given to agency staff or to the signing in book. The Headteacher informed governors there would soon be a new electronic signing in process &amp; this could be looked at then.</p> <p>The Safeguarding governor reported back on a recent visit to a lesson on Staying Safe on line. A written visit report would follow</p> <p>Question: Should e-learning training undertaken be included in the Safeguarding report          Answer: It is included for staff but it will be amended to include governors and volunteers. Dates of the latest e-learning sessions for pupils could also be included in the report</p> <p><b>Action: Deputy Headteacher to add to the Safeguarding report in the future</b></p>	Deputy Headteacher
FGB.53.18	<p><b><u>To review SIP progress – updates on priority areas and headlines</u></b>          This was covered under item 50.18</p>	
FGB.54.18	<p><b><u>To review Pupil Premium and Sports Premium outcomes and plans – deferred from the last meeting</u></b></p> <p>The Headteacher reported that the Assistant Headteacher now had Pupil Premium (PP) oversight, and had together with the Bursar put together a detailed document, listing all pupils, what funding we receive for them and how it is being spent.</p> <p>Question: Now there is a move away from using music therapy so much, have you had any feedback from parents?</p>	

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	<p>Answer: Some parents were disappointed it has been withdrawn especially when their child is no longer PP. Spending is now more targeted and we talk to parents informally at parents evenings. One pupil with a hearing impairment now receives Speech and Language (S&amp;L) input instead.</p> <p>Question: What difference has it made?</p> <p>Answer: Last year we felt it made a difference to some pupils in actual expected outcomes by accelerating their progress, where it did not we have a different target this year.</p> <p>Question: There have been a lot of changes in therapy, do they do the same each year?</p> <p>Answer: We have the same therapists so they have a good relationship with the pupils, we are getting better at using S&amp;L therapy &amp; Educational Psychology input to understand the pupils more &amp; target the areas to be worked on.</p> <p>Question: What should be on the website, PP plans for 2018-19, how much funding we receive?</p> <p>Answer: We receive £19,000, the planning document is not on the website at the moment.</p> <p><b>Action: Headteacher to arrange for the PP planning document to be uploaded to the website</b></p> <p>Governors noted that the information on the Sports Premium had been included in the Bursar’s report which had been e-mailed out to them earlier in the day.</p> <p><b>Action: Bursar’s report to be uploaded to the Governors area in Springpoint</b></p> <p>Question: Who is the Sports Premium Lead in school?</p> <p>Answer: Jack Murphy-King is the PE lead</p> <p>Question: Is there anything done externally?</p> <p>Answer: We use an external dance teacher, Fran Nichols comes in to train and develop staff skills. We buy into the Special schools group which allows pupils to take part in external events and challenges expectations.</p>	<p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Headteacher/Clerk</p>
<p>FGB.55.18</p>	<p><b><u>To receive feedback on Pupil Accreditations &amp; Transitions from school</u></b></p> <p>The Headteacher showed the Accreditation overview report on the screen and talked the governors through the document.</p> <p>Question: What does the percentage represent?</p> <p>Answer: The percentage of 6<sup>th</sup> form students</p> <p>Question: If 2 pupils are 5%, then 1 pupil is 2.5%, is that right?</p> <p>Answer: I would need to check to be sure</p> <p>Question: How many are there in the 6<sup>th</sup> form?</p> <p>Answer: 35</p>	



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	<p>The governors requested the data in future be shown as the number of pupils and the total cohort and not as a percentage</p> <p>Question: Where can we see this document?          Answer: It is in the 6<sup>th</sup> form area on Springpoint but it will be uploaded into the Governor Documents area of Springpoint for you to read together with the Deputy Headteachers report on Attainment &amp; Pupil Progress 2017-18</p> <p><b>Action: Headteacher to arrange for the documents to be uploaded so governors had access</b></p> <p>The Headteacher reported that less pupils are now moving on to out of county destinations as these placements tend to be very expensive, the LA now looks to using its own in-house resources.</p> <p>Question: Do you receive feedback from the leavers destinations to help inform the curriculum here?          Answer: We do not routinely ask for feedback but sometimes receive it through parents.</p> <p>Question: Knowing the retention rates would be useful would it not?          Answer: We must be careful not to add an extra layer of work for staff and pupil new to the school should be their focus but we could look to adding some details in the final column</p> <p>The Staff Governor said contacts &amp; informal links were starting to be made with other organisations as part of a new communication network. It may be possible to ask how leavers were getting on through this network.</p> <p>Following a discussion by all the governors it was suggested that the leaving parents survey could be used if followed up at the end of the first term, these responses could also be used as Ofsted evidence. Results this year may be skewed however due to the funding issues at Henshaws.</p>	<p>Headteacher</p>
<p>FGB.56.18</p>	<p><b><u>To review pupil attendance</u></b></p> <p>The Headteacher reported that she monitors attendance on a weekly basis and produces a termly report through the Dashboard.</p> <ul style="list-style-type: none"> <li>• There has been an improvement in attendance in the persistent absentee category</li> </ul> <p>Question: How have you achieved this?          Answer: By talking to the parents, not being too formal and setting goals</p>	

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FGB.57.18	<p><b><u>To receive the Health &amp; Safety Report</u></b>  This report had been handed out at the last meeting</p> <p>Question: What were the May – July readings for legionella, could they be made available as these were not seen by the LA representative  Answer: The representative from the LA did not see the need for robust monthly monitoring. A monthly temperature reading is taken and if high a flag is raised. Further readings are taken until the situation is resolved</p> <p>The Headteacher reported that the H&amp;S actions point were mainly at level 3. The H&amp;S Link Governor had completed a walk around school with the Facilities Manager and had found nothing that had not already been highlighted  Question: Can all governors see the report?  Answer: yes, it has been made available to you.  Question: Did the report highlight anything that was a real risk  Answer: No, everything had already been raised and was being resolved.</p> <ul style="list-style-type: none"> <li>➤ Non-fire retardant material being used in displays in three areas of school was identified and being replaced.</li> <li>➤ Items being stored at high levels was identified and is being reorganised</li> <li>➤ There have been two fire practises this half term, one with staff only and one with staff and pupils</li> </ul>	
FGB.58.18	<p><b><u>To approve the following Statutory policies</u></b></p> <ul style="list-style-type: none"> <li>• <u>Health and Safety</u>  This policy was approved without amendment</li> <li>• <u>Supporting pupils with Medical Needs and Management of Medicines</u>  This policy was approved without amendment</li> <li>• <u>First Aid</u>  This policy was approved without amendment</li> <li>• <u>Child Protection</u>  This is now called Safeguarding, and is based on the new policy from NYCC and includes Managing Allegations against Staff and Safer Recruitment Policies</li> </ul> <p>Question: Should they be included or kept as separate policies?</p>	

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<p><b>Answer:</b> Safer recruitment is a very small policy on its own.</p> <p>The governors discussed at length how reference should be made to these policies, who should review the policies generally, the Managing Allegations against staff being referred to a procedure and not a policy.</p> <p>It was agreed:-</p> <ul style="list-style-type: none"> <li>➤ Managing Allegations against staff and Safer Recruitment policies would remain part of the Safeguarding Policy. The name on Springpoint to be amended to show they are included.</li> <li>➤ It is important that everyone knows who to report allegations to and that they are recorded in a timely way</li> </ul> <p><b>Action: Deputy Headteacher to arrange for the name of the Safeguarding Policy to be amended</b></p> <ul style="list-style-type: none"> <li>• <u>EFYS</u> This policy was approved without amendment</li> <li>• <u>Admissions</u> The governors discussed the difference between the Admissions policy and Local Offer. It was agreed that the Admissions Policy is the procedure for getting admitted to the school and is procedural, the Local Offer is what the school offers to parents and pupils</li> </ul> <p><b>Question:</b> Before acceptance to the school is there a visit arranged?</p> <p><b>Answer:</b> There is generally a visit and an assessment, but not usually a home visit</p> <p><b>Question:</b> Are LAC identified prior to coming into the school?</p> <p><b>Answer:</b> It would be on the EHCP or LA may say as part of the admissions process as we have a good relationship with them.</p> <p>No decision was made about the approval of this policy</p> <p>During this discussion both Jill Shaw and Michelle Farr left the meeting</p> <ul style="list-style-type: none"> <li>• <u>Appraisal and Capability</u> This was deferred to the next meeting</li> <li>• <u>Whistle Blowing</u> This was deferred to the next meeting</li> </ul>	<p>Deputy Headteacher</p>
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## Governor Meeting

FGB.59.18	<p><b><u>To review Health Check Reports</u></b></p> <ul style="list-style-type: none"> <li>• <u>Peer Group report</u></li> <li>• <u>LA Health Check Action Plan</u></li> </ul> <p>These were deferred to a future meeting</p>	
FGB.60.18	<p><b><u>Governor Training update</u></b></p> <ul style="list-style-type: none"> <li>• <u>Feedback from training undertaken since the last meeting</u> Governors had attended Child Protection and Induction training</li> </ul> <p>It was reported that Safeguarding training was to be made available for Link Governors by the Lead Advisor for Governance, details were to be given at the GSINs meeting the following week. It was agreed that the Safeguarding Link Governor would book onto this training once confirmed, if it was not confirmed then attendance on the NGA course should be investigated.</p> <p><b>Action: Clerk to check if GR is booked onto GSINs meeting next week</b></p>	Clerk
FGB.61.18	<p><b><u>Governor visits update</u></b></p> <ul style="list-style-type: none"> <li>• <u>Feedback on visits undertaken since last meeting</u></li> </ul> <p>None were reported</p>	
FGB.62.18	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• <u>Facebook</u> A governor commented on how good the schools Facebook page was looking and asked the Headteacher to feed back to the Head of 6<sup>th</sup> form.</li> <li>• <u>Website</u> It was agreed that the Link Governor would look at the website and check compliance</li> </ul> <p><b>Action: Clerk to send NYYC guidance on what need to be on schools websites</b></p> <ul style="list-style-type: none"> <li>• <u>Parents Survey (new starters)</u> Due to illness on the first parents evening it had not been possible to conduct the parents evening survey. It was agreed it would be better to conduct these face to face rather than by e-mail. Using the next parents event at school was suggested as a time to talk to new parents</li> </ul>	Clerk



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	<ul style="list-style-type: none"><li><u>Feedback form on school website</u> The headteacher reported that 11 electronic responses had been received following parents evening, and showed an analysis of responses on the big screen. The governors discussed the responses. <b>Action: Headteacher to send a screen shot of the summary to SH</b></li></ul>	Headteacher
	Date of next meeting – Monday 10 <sup>th</sup> December at 1pm	

There being no further business the meeting finished at 3.20pm

Signed:

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Name  
Governor