



Governor Meeting

Reason for Meeting FGB meeting	Start: 23/01/2020 17:00:00	End: 23/01/2020 19:00:00
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Governing Body: Sean Pond (Chair), Sarah Edwards (Headteacher), Sophie Hartley, Andrew Sudron, Sarah Daggett, Paul Addison, Shelagh Morris, Caitlin Hughes

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 Led by Description

	PROCEDURAL	
	Welcome	Chair
FGB.58.19	To receive apologies and record the acceptance of apologies	Clerk
FGB.59.19	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.60.19	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.61.19	To declare the notification of any other business to be discussed later in the meeting	
FGB.62.19	To approve and sign the minutes of the meeting held on the 7 th November 2019	Chair
FGB.63.19	To discuss any matters arising from the minutes <ul style="list-style-type: none"> • Chair and Head to update the annual agenda work plan & to include Next Steps for inclusion • The SIP to be updated to reflect the change in internships 	Chair/HT Headteacher
FGB.64.19	The Governing Body <ul style="list-style-type: none"> • Election of the Vice Chair • Link Governor roles 	

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	<ul style="list-style-type: none"> Governing Body vacancies 	
	BUSINESS	
FGB.65.19	<p>School Finance</p> <ul style="list-style-type: none"> To discuss a revised school budget for 2019/20 To discuss the office, finance and facilities restructure (with cost implications) To review the Schools Financial Value Statement (SFVS) To discuss Benchmarking data Travel expenses & training 	<p>Headteacher & Bursar</p> <p>Bursar Bursar Headteacher</p>
FGB.66.19	Ofsted & Curriculum Update	
FGB.67.19	To ratify the new strategic objectives for the period 2019 to 2024 as agreed at the Strategic Planning meeting	Chair
FGB.68.19	Update on the Collaboration meeting held on 14 th November & December 13 th	Headteacher
FGB.69.19	<p>Health & Safety</p> <ul style="list-style-type: none"> To discuss the report from the NYCC Health & Safety Adviser Feedback from the Health & Safety walk through 	Headteacher
FGB.70.19	<p>Feedback from surveys: -</p> <ul style="list-style-type: none"> Leavers parent survey Transition parent survey Ofsted style Parent View survey Staff survey 	
FGB.71.19	To agree the work plan for the Spring term	Chair
FGB.72.19	<p>To approve the following policies: -</p> <p><u>Statutory</u></p> <ul style="list-style-type: none"> Admissions Appraisal & Performance Management Capability Equal Opportunities Health & Safety (NYCC) Managing Allegations against staff (NYCC) Relationship & Sex Education Safeguarding <p><u>Non-Statutory</u></p> <ul style="list-style-type: none"> Assessment Augmentative & Alternative Communication Children missing in Education Computing 	



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	<ul style="list-style-type: none"> • Curriculum Policy Overview • Developing Performance Policy & Procedure • E' Safety • Fire Safety • Mental Health and Wellbeing • Music • Physical Education • Provider access • PSHCE • Risk Assessment • Staff increment • Surveillance Policy • Touch • Vehicle • Visitors to school 	
FGB.73.19	Governor Training update <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting (GSINs) 	All
FGB.74.19	Governor visits update <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting • Future visits 	All
FGB.75.19	AOB	
FGB.76.19	To discuss to what extent has this meeting contributed to improving pupil outcomes	
	Date of next meeting – Thursday 13th February 2020 at 5pm	

Minutes

Present: Sean Pond (Chair), Sarah Edwards (Headteacher), Sophie Hartley, Andrew Sudron, Sarah Daggett, Shelagh Morris, Caitlin Hughes

Also in Attendance: Sandra Searle (NYCC Clerk), Jane O' Gara (Finance Support Officer (FSO))

Item

	PROCEDURAL	
	<p><u>Welcome</u> The Chair welcomed everyone to the meeting and introduced Jane O' Gara, Finance Support Officer, the governors introduced themselves</p>	

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FGB.58.19	<p><u>To receive apologies and record the acceptance of apologies</u></p> <p>Apologies had been received from Paul Addison and these were consented to</p> <p>The Clerk reported the resignation of Paul Lewendon with immediate effect. The governors thanked Paul for service and especially for all his hard work on Safeguarding in the school</p>	
FGB.59.19	<p><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></p> <p>There were none</p>	
FGB.60.19	<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, there were no items requiring confidential minutes</p>	
FGB.61.19	<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"> • New SEF/SIP tool 	
FGB.62.19	<p><u>To approve and sign the minutes of the meeting held on the 7th November 2019</u></p> <p>The minutes of the meeting were approved without amendment and signed by the Chair</p>	
FGB.63.19	<p><u>To discuss any matters arising from the minutes</u></p> <ul style="list-style-type: none"> • <u>Chair and Head to update the annual agenda work plan & to include Next Steps for inclusion</u> The Chair and Headteacher had arranged to meet to do this but it was overtaken by the Ofsted Inspection and would now take place shortly • The SIP to be updated to reflect the change in internships This has been updated 	
FGB.64.19	<p><u>The Governing Body</u></p> <ul style="list-style-type: none"> • <u>Election of the Vice Chair</u> This was deferred to the next meeting 	

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	<ul style="list-style-type: none"> • <u>Link Governor roles</u> This was deferred to the next meeting • <u>Governing Body vacancies</u> 	
	<p>BUSINESS</p>	
<p>FGB.65.19</p>	<p><u>School Finance</u></p> <p>Governors were reminded of the change of staff in the Bursar role within the school and noted that there had been insufficient time for the Finance Support Officer (FSO) to produce all the information needed for this meeting.</p> <ul style="list-style-type: none"> • <u>To discuss a revised school budget for 2019/20</u> A copy of the latest budget monitoring report for 2019/20 was shown on the large screen and the FSO went through the figures with the governors <ul style="list-style-type: none"> ➤ The predicted deficit at the year end is £119k, which is significantly better than that predicted at the start of the financial year. Governors were reminded that this is not unusual and happens most years & is due to the way special schools are funded ➤ The school is currently spending £2k per week more than its income ➤ Pupil numbers were higher than expected and look positive for the future ➤ Additional teachers pension grant of £20k had been received and the higher level had been agreed for 3 years ➤ Governors noted that the school was very tenacious about funding when consulting for new placements and will insist on funding for agencies where pupils are placed quickly without time for recruitment. ➤ Savings had been made through the non replacement of staff who had left, interviews were to be held soon and future cover arrangements were still to be fully costed ➤ Catering - there was a decrease in both income and expenditure which could not yet be explained. Governors noted that the funding for FSM was included in the high needs area of the school budget and was not shown separately as with mainstream school budgets. The high level of individual need for pupils also leads to higher costs ➤ Capital – there are concerns about this budget which is currently showing a £34k deficit. The Headteacher confirmed Variety have finished their 	

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	<p>building project except for a few small elements & there would be no further income from them. It was agreed to approach NYCC to request a contribution to the premises costs as their building had been enhanced by the work done at no cost to them.</p> <p>Action: Headteacher and FSO to approach NYCC to request a contribution</p> <ul style="list-style-type: none"> ➤ Benchmarking analysis had shown the spending in the school was high compared to other special schools <p>Question: In all areas? Answer: Predominantly in staffing, which is showing as 90% of the budget spend. The simple solution is either to have more pupils in classes or to reduce the number of staff, this would also help reduce the £2k loss per week.</p> <p>Question: To clear the deficit how many additional pupils would be needed 8-10? Answer: No, not that many. You receive £10k per pupil + top up funding for that pupil, for this school it works out at an average of approx. £23k per pupil so we would not need a large number of pupils to clear the deficit</p> <p>Question: Optimistically, if NYCC were to right off the in year deficit and we could start again we would be in a good position? Answer: You could negotiate with them, show how hard you have worked to get from where you were to where you are now, we should focus on the £100k deficit and get a break even position.</p> <ul style="list-style-type: none"> ➤ Governors noted that late payment of invoices due to lack of funds in the bank leads to a lot of additional work for the Bursar and can lead to a loss of custom and reputation for the school ➤ The Headteacher reported a confidence in future pupil numbers especially from Forest and a possibility of using vacant premises nearby which would allow a growth in numbers if safe provision was ensured. <p>Question: It has previously been said there is £30k in School Fund, is that money still there? Answer: This is being spent, there is now a bidding process with a committee of staff members considering the bids, which can only be for non essential items. Whiteboards have already been bought for classes at a cost of £11k. The committee meets again on the 13th February to consider new bids. Staff can request resources through the Planner system which then need direct approval from the Headteacher</p>	Headteacher / FSO
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	<p>➤ Governors noted the message to staff would be current spend can only be on essentials at present until the school is in a better financial position</p> <p>The governors thanked the FSO for her work and she left the meeting</p> <ul style="list-style-type: none"> • <u>To discuss the office, finance and facilities restructure (with cost implications)</u> This was deferred to the next meeting as costings were not available • <u>To review the Schools Financial Value Statement (SFVS)</u> It was agreed the FSO and the Chair would complete and bring to the next meeting for approval • <u>To discuss Benchmarking data</u> This was deferred to the next meeting • <u>Travel expenses & training</u> <p style="text-align: center;">See under AOB</p>	
FGB.67.19	<p><u>To ratify the new strategic objectives for the period 2019 to 2024 as agreed at the Strategic Planning meeting</u></p> <p>The Chair reminded the governors of the 4 Strategic Objectives set at the meeting in November.</p> <p>The Governors agreed to adopt the 4 Objectives without amendment</p>	
FGB.71.19	<p><u>To agree the work plan for the Spring term</u></p> <p>An amended version had been emailed out to all the governors prior to the meeting</p> <p>It was agreed to add the Context document to the agenda for the next meeting</p> <p>Governors requested early sight of the documents to allow for time to prepare questions</p>	Clerk
FGB.66.19	<p><u>Ofsted & Curriculum Update</u></p> <p>The final Ofsted report had been emailed out prior to the meeting.</p>	

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	<p>The Headteacher confirmed the report was now available on the Ofsted Portal and publicly available. A copy would be posted onto the website once the staff had been briefed again</p> <ul style="list-style-type: none"> • The school retains its Outstanding ranking • The Declining letter had been sent as there had been some concern standards may be declining, it should be remembered that the inspection had been conducted under the very new framework which concentrates on curriculum • There were a lot of positives in the report which had been highlighted to staff in a separate report. • Areas for development were identified in 3 areas <ul style="list-style-type: none"> ➤ Not all the curriculum areas are as developed as English ➤ Middle leadership is of variable quality ➤ Leaders do not have a consistent picture of how well pupils are learning in each subject ➤ The Inspectors will return to complete a fuller inspection which will not be any harder but will be slightly longer in the second day. The expectation is that this will take place before July 2020 although there is some doubt due to ambiguity of dates in the letter received and current practise. <p style="color: red;">Question: Is it worth querying and clarifying? Answer: I will ask Jen Cave at the next Special Heads meeting, she may be able to offer advice</p> <p>The Headteacher encouraged the governors to read the report in full</p> <p style="color: red;">Question: How are you managing the message the parents? Answer: The plan is to send the report out with a covering letter, some parents may have already seen it on the Ofsted website.</p> <p style="color: red;">The governors discussed the content of the letter and agreed: -</p> <ul style="list-style-type: none"> • Context is important – the inspection was judged on a very different and new framework • Staff should be given a steer when talking to parents to ensure the message is consistent • Acknowledge parental contribution to the inspection <ul style="list-style-type: none"> ➤ Huge programme of updating the curriculum had begun with the 1st milestones due at the end of the month. ➤ The pace of the programme has been slowed following advice and is thought to be more manageable. ➤ Staff were reported to be calmer and less anxious now they had seen the final report 	
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	<p>Question: Is the English curriculum finished or is the work ongoing?</p> <p>Answer: Work had begun to embed into other areas. We do not want anyone to feel unprepared if their area is identified for a deep dive at the next inspection and will be encouraging staff in groups to support each other and all be involved.</p> <p>Question: How are you planning for that going forward?</p> <p>Answer: SLT will meet to discuss initial plans and timescales, there will be a challenge to look at it differently and slow the pace</p> <p>Governor statement (SH): Monitoring of the language and responses on social media, particularly Facebook should take place to stop an inaccurate picture of the school being given out</p> <p>The governors who came in for the inspection were thanked for their attendance</p>	
FGB.68.19	<p><u>Update on the Collaboration meeting held on 14th November & December 13th</u></p> <p>The Chair reminded the governors of the work done so far</p> <ul style="list-style-type: none"> • An Initial meeting had taken place with interested parties and NYCC hosted by the school. • The Headteacher had circulated a proforma at the meeting to identify the areas of interest • Jane Le Sage, Head of the Inclusion Service (JLS) had been invited to and had attended the December meeting. • There was frustration over the apparent lack of a strategic plan and confirmation of what support NYCC would offer (ie in the setting up of a unit for high functioning but troubled students). Feeling that NYCC should be commissioning or steering the discussion, identifying gaps in provision and nominating a Lead. • JLS has responded and identified the person who would be tasked with it but no further action was evident. There is a need to keep the core message moving forward • Major restructure of staff and services at the LA is hindering progress • One Headteacher in the group has approaching their local MP who is in the Treasury to campaign for more high needs funding for all schools • The next meeting is to be held at Mowbray school and the hope is for 4-6 weekly meetings to be held in the future to keep the impetus going • It was felt if NYCC were to identify gaps, in say SEMH provision for girls for example, the school and Forest school could begin to look at collaborative work to fill the gap 	

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	<ul style="list-style-type: none"> 1st objective had been achieved which was to get the conversation started 	
<p>FGB.69.19</p>	<p><u>Health & Safety</u></p> <ul style="list-style-type: none"> <u>To discuss the report from the NYCC Health & Safety Adviser</u> <p>A copy of the last 2 visit reports from the H&S Adviser had been sent out to all governors prior to the meeting together with a paper by Robin Smith H&S Risk Manager</p> <p>Question: Many of the issues in the Risk Managers report seem to relate to wheelchair maintenance, who is responsible for that? Answer: Wheelchair Services but there has been a definite decline in service since it went out to tender</p> <p>Questions: Actions required are not attributed to anyone in the report? Answer: It is made clear how to escalate 2 of the examples, a note to be placed on the wheelchair to say it is not to be used until an assessment has taken place, inform wheelchair services they need to come urgently as staff are not able to use the item, send a form to the LA. This has worked to give a better service for these 2 examples so it gives hope.</p> <p>Question: What happens in the interim? Answer: It calls for tenacity, to phone wheelchair services hourly if necessary if the deadline is missed.</p> <p>Parent Governor statement: We can only keep pushing at them.</p> <p>Question: How does this fit with their contract? Answer: There is no contract</p> <p>Question: Are there any actions needed in the report, grab rails? Answer: That pupils has since left the school, the toilets are age appropriate for the children that use them</p> <p>Question: Has the new OT been appointed? Answer: No, the Lead Strategic OT has been into school to discuss and I am confident the right contract will be offered</p> <p>Question: In partnership work, it is clear who needs to be contacted? Answer: The Physio staff have been very stable, the advert has gone out for the OT and the Lead has put in 2 OTs to pick up the immediate work.</p> <p>Question: This seems reactive rather than proactive? Answer: The school has no influence</p> <p>Question: Who contacts wheelchair services for the work? Answer: School will tell the parents who will instruct wheelchair services, there is a trained member of staff who has a remit for minor inspections for immediate requirement – such as tightening nuts.</p> <p>Question: That does not seem a very child focused service at all, need to challenge for a slicker system to ensure wheelchairs are</p>	

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	<p>properly maintained. We also need a consistent message to go out to parents. Answer: We could request their Policy and Procedure document and if they can't provide one we could offer to work with them. Notes are made in the pupils day books for parents</p> <ul style="list-style-type: none"> • <u>Feedback from the Health & Safety walk through</u> <p>The report by the Health & Safety Link Governor from the walk through had been sent out to governors prior to the meeting</p> <p>The Headteacher confirmed the Facilities Manager who retired in September had been commissioned to come back into school for 4 days and had supported the Health & Safety Link Governor in her first walk through</p> <p>The Health and Safety Link Governor updated governors on the report</p> <ul style="list-style-type: none"> • A company had been into school the previous day to quote for the repair work for the blinds in all the classrooms and the hall • The PE cupboard had been sorted out the previous day • There were a lot of clutter issues so a general reminder to all staff to would be made in briefing by the Headteacher • Wiring – the Facilities Manager was dealing with that. <p>Question: Do you have regular spring cleans or clear outs programmed in? Answer: On the first training day of the year resources and resourcing were discussed in school. Staff were asked to remove items to the room by the local library if they knew they would not be used in the term</p> <p>The Link Governor was thanked for her report</p> <p>Sophie Hartley left the meeting at this point</p>	
FGB.70.19	<p><u>Feedback from surveys:-</u></p> <p>Electronic copies of all the survey summaries had been sent out prior to the meeting</p> <ul style="list-style-type: none"> • <u>Ofsted style Parent View survey</u> <ul style="list-style-type: none"> ➤ Overall the responses were very positive • <u>Staff survey</u> <ul style="list-style-type: none"> ➤ Overall again the results were positive. ➤ Three questions had only average scores 	

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	<ul style="list-style-type: none"> - Resources and equipment - Opportunities to learn and grow - Workload <p>Question: How are you showing you listened to the survey Answer: We now have a staff forum twice a week for issues to be discussed, so far items raised have been largely practical, we are picking them up and progressing them. There is management attendance at the forums for face to face time with staff. Shouts out for good work or support are encouraged. One of the Heads of Dept. will do a summary of the forums and show the impact they are having.</p> <p>Question: Could the school fund help with resourcing? Answer: Not at the moment due to the parameters on it, it is not to be used for essential items that the school budget should provide.</p> <p>Question: Do we know if the resources wanted are school budget or extra items? Answer: No, we need a follow up for more detail, could be a much larger issue around premises and space</p> <ul style="list-style-type: none"> ○ The Staff governor reported that when unsuccessful bids for the school fund had been returned and the use of the ordering planner suggested, staff were not always aware of its existence or how to use it ○ CPD also needs more detail to be able to progress. <p>It was agreed to change the language on question 7 to reflect Continuous Professional Development and add a comment box for the next survey.</p> <p>Action: The Headteacher and the Staff Governor to look at and refine the survey</p> <p>Question: Will the survey results be published? Answer: Yes, it will.</p> <ul style="list-style-type: none"> • <u>Transition/ Leaver parent surveys</u> <p>These were all paper surveys, the leavers survey had initially been issued electronically but had a very poor response so have been sent out to parents with a stamped addressed envelope for return.</p> <ul style="list-style-type: none"> • Overall felt to be very positive, one negative comment related more to the students previous school than this one 	HT & CH
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	<p>The governors having reviewed all the surveys felt the staff should be complimented on their results as they were overall excellent.</p>	
<p>FGB.72.19</p>	<p><u>To approve the following policies: -</u></p> <p>The Chair reported due to the large number of policies they had been divided between the governors for review.</p> <p><u>Statutory</u></p> <ul style="list-style-type: none"> • <u>Admissions</u> Approved and adopted • <u>Appraisal & Performance Management</u> Some tweaking needed – to be reviewed again at the next meeting • <u>Capability</u> Comments had been sent directly to the Headteacher for consideration. Formatting issues especially around the flowchart to be addressed – to be reviewed again at the next meeting • <u>Equal Opportunities</u> A governor raised some questions about differing treatment of teachers to support staff for increments for capability and sickness Objectives to be updated - to be reviewed again at the next meeting • <u>Health & Safety (NYCC)</u> Update of key people needed - to be reviewed again at the next meeting • <u>Managing Allegations against staff (NYCC)</u> New version uploaded with KCSIE updates Approved and adopted • <u>Relationship & Sex Education</u> Approved and adopted • <u>Safeguarding</u> Code of Conduct query - to be reviewed again at the next meeting <p><u>Non-Statutory</u></p>	<p style="text-align: center;">HT</p> <p style="text-align: center;">HT/Clerk</p> <p style="text-align: center;">Dep. HT</p> <p style="text-align: center;">HT</p> <p style="text-align: center;">AS</p>



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	<ul style="list-style-type: none"> • Assessment Approved and adopted • <u>Augmentative & Alternative Communication</u> Approved and adopted • <u>Children missing in Education</u> Approved and adopted • Computing To be reviewed at the next meeting • <u>Curriculum Policy Overview</u> Approved and adopted • Developing Performance Policy & Procedure Approved and adopted pending review of Capability Policy • <u>E' Safety</u> More information needed • <u>Fire Safety</u> Old policy, latest version needed • <u>Mental Health and Wellbeing</u> Approved and adopted • <u>Music</u> To be reviewed at the next meeting • <u>Physical Education</u> To be reviewed at the next meeting • <u>Provider access</u> Approved and adopted • <u>PSHCE</u> To be reviewed at the next meeting • <u>Risk Assessment</u> To be reviewed at the next meeting • <u>Staff increment</u> Update needed – to be reviewed at the next meeting • <u>Surveillance Policy</u> Approved and adopted 	<p>AS</p> <p>SM</p> <p>Head of Secondary</p> <p>HT</p> <p>AS</p> <p>AS</p> <p>AS</p> <p>HT</p>
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	<ul style="list-style-type: none"> • <u>Touch</u> Approved and adopted • <u>Vehicle</u> Approved and adopted • <u>Visitors to school</u> Updating needed – to be reviewed at the next meeting 	HT
FGB.73.19	<p><u>Governor Training update</u></p> <ul style="list-style-type: none"> • <u>Feedback from training undertaken since the last meeting</u> The Chair, Headteacher and SM all attended last terms GSINs meeting • <u>Future training</u> PA & SM are booked onto the Introduction to Governance course <p>Action: Clerk to send NYCC training courses link to the Staff Governor</p>	Clerk
FGB.74.19	<p><u>Governor visits update</u></p> <ul style="list-style-type: none"> • <u>Feedback from visits undertaken since the last meeting</u> There were none • <u>Future visits</u> PA to visit school the following week to meet with the Headteacher to discuss the schools social media presence. <p style="color: blue;">Question: What would you suggest as a focus for visits this term?</p> <p style="color: blue;">Answer: Gaining an insight into the work being done with middle leaders, possibly attending a staff meeting, staff wellbeing, space in school, pupil teacher ratios. I can steer you to areas to look at.</p>	
FGB.75.19	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Travel & training expenses</u> A discussion document has been sent out just prior to the meeting. <ul style="list-style-type: none"> ➤ A request had been made for travel expenses by a member of staff who worked part time and had to come back to school for training after the school day had finished. ➤ The Union have been approached for advice but a policy decision needs to be made to ensure consistency 	



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	<p>Question: Is this for mandatory training? Answer: For core offer training, which can be the administration of emergency meds, moving and handling training, team teach etc. We do try to link to shift patterns but not always possible. Question: Do you pay overtime? Answer: Yes, NYCC designated a couple of training days on a Monday but if the member of staff does not usually work on a Monday it is additional travel for them, and if they have children there can be a cost of childcare issue as well. Question: How often may this happen for an individual, CPD guidance says it is not the sole responsibility of the employer? Answer: I don't have definitive figures but it can be tracked for individuals for the next meeting</p> <p>Action: Headteacher to prepare figure for the next meeting</p> <ul style="list-style-type: none"> • <u>Link Governors</u> Sarah Daggett agreed to be the new Link Governor for Safeguarding and Looked after Children 	Headteacher
FGB.76.19	<p><u>To discuss to what extent has this meeting contributed to improving pupil outcomes</u></p> <p>It was agreed to reword this item to Achieving our Strategic Objectives in the future</p>	
	<p>Date of next meeting – Thursday 13th February 2020 at 5pm</p>	

Signed:

X

Name
Governor