



Governor Meeting

Reason for Meeting: FGB meeting 23 05 19	Start: 23/05/2019 18:30:00	End: 23/05/2019 20:40:00
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Governing Body: Sean Pond (Chair), Sarah Edwards (Headteacher), Sophie Hartley, Andrew Sudron, Peter Manning, Paul Lewendon, Glenis Redhead, Salli Midgley, Sarah Daggett

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.142.18	To receive apologies and record the acceptance of apologies	Clerk
FGB.143.18	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.144.18	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.145.18	To declare the notification of any other business to be discussed later in the meeting	
FGB.146.18	To approve and sign the minutes of the meeting held on the 9 th April 2019	Chair
FGB.147.18	To discuss any matters arising from the minutes <ul style="list-style-type: none"> The expenditure on the Building Maintenance programme of £20,500 to be revised over a 4-5-year period and confirm the 2019/20 and 2020/21 expenditure has been evened out over the two years Clerk to post the agreed letter to the LA (completed 11/04/19) 	Headteacher /Facilities Manager Clerk

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	<ul style="list-style-type: none"> • The Facilities Manager to review the ICT and premises costs • The Training Link Governor to create a proforma for miscellaneous visits to the school • The Headteacher and the Clerk to collate the training schedules from the last academic year and upload to Springpoint • Deputy Headteacher to update the policy on Springpoint. • Headteacher to feed back to the Policy Holder 	<p>Facilities Manager</p> <p>Training Link Governor</p> <p>Headteacher /Clerk</p> <p>Dep. Headteacher</p> <p>Headteacher</p>
	BUSINESS	
FGB.148.18	To discuss and approve the Start Budget for 2019/20	Headteacher
FGB.149.18	To receive the Data Dashboard/Headteachers Report	Headteacher
FGB.150.18	To discuss the School Fund plans and Audit	Headteacher
FGB.151.18	To receive feedback from the Health Check Review & discuss the School Governance Review	Chair
FGB.152.18	To approve the Statutory Policies review cycle	Chair
FGB.153.18	<p>To approve the following policies</p> <ul style="list-style-type: none"> • Pupil Premium Policy • Complaints Policy (new NYCC model policy) • Governors Disciplinary Policy (NYCC model policy) • Appraisal & Performance Management • Data Security • E' Safety • Charging & Remissions • First Aid • Equal Opportunities • Assessment • Augmentative • Music • Reading 	Headteacher
FGB.154.18	Governor vacancy update	Chair
FGB.155.18	<p>Governor Training</p> <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting 	All
FGB.156.18	<p>Governor visits update</p> <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting • Future visits 	All



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FGB.157.18	AOB <ul style="list-style-type: none"> • Feedback from Special Heads meeting on 14th May 	Chair
	Date of next meeting – Tuesday 18th June at 6.30pm	

Minutes

Present: Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Peter Manning (via Skype), Glenis Redhead

Also present: Lizzie Oliver (NYCC Clerk), Louisa Hopwood (Bursar)

Apologies: Paul Lewendon, Salli Midgley, Sarah Daggett, Sophie Hartley

Item

	PROCEDURAL	
	The Chair welcomed everyone to the meeting	
FGB.142.18	<p><u>To receive apologies and record the acceptance of apologies</u></p> <p>Apologies had been received from Sophie Hartley, Salli Midgley and Sarah Daggett and these were consented to.</p> <p>Paul Lewendon did not attend, apologies had not been received prior to the meeting.</p> <p>Peter Manning would be joining the meeting virtually via Skype.</p>	
FGB.143.18	<p><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></p> <p>None were declared</p>	
FGB.144.18	<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>	

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FGB.145.18	<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"> Feedback from the Special Heads meeting (14th May) 	
FGB.146.18	<p><u>To approve and sign the minutes of the meeting held on Monday 9th April 2019</u></p> <p>The minutes were approved without amendment and signed by the Chair at the end of the meeting.</p>	
FGB.147.18	<p><u>To discuss any matters arising from the minutes: -</u></p> <p>It was confirmed that matters arising and actions from the last meeting were either in hand or had been completed, subject to the following:</p> <ul style="list-style-type: none"> <u>The Training Link Governor to create a proforma for miscellaneous visits to the school</u> ACTION: GR to send to clerk for upload to the website <u>The Headteacher and the Clerk to collate the training schedules from the last academic year and upload to Springpoint</u> A record for training throughout the academic year had been collated. ACTION: Clerk to upload training record to Springpoint. <u>Updated Equalities Policy</u> ACTION: Clerk to upload to Springpoint. 	<p>GR/clerk</p> <p>Clerk</p> <p>Clerk</p>
	BUSINESS	
FGB.148.18	<p><u>To discuss and approve the Start Budget for 2019/20</u></p> <p>There had been a technological issue meaning that papers were not circulated in advance of the meeting; they were made available to governors in hard copy. Key points highlighted to governors were:</p> <ul style="list-style-type: none"> A deficit of £206k by the end of the year, including a carry forward deficit of £19k and an excess in expenditure over income of £187k. The school had a good track record in managing expenditure, the issue going forward was a reduced income stream. The school had been very successful in previous years in securing additional income, e.g. applications for exceptional funding. However the banding system from 	

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	<p>next year meant that there would be less recourse to challenge budget allocations and apply for exceptional funding.</p> <ul style="list-style-type: none"> • The three-year deficit was currently just over £500k. • The training budget had been removed, potentially reducing the need for supply teaching (which was currently budgeted at £20k). • SLT had looked at a staffing proposal to reduce the number of fixed-term contracts. This model was described to governors. In the model proposal, every teacher would be expected to have class responsibility that was fair across the board, so all (including part-time staff) would have full pastoral responsibility for their class. It was emphasised that this would be a huge culture change for staff and required careful management. However, there was also the potential to introduce a new way of working that enabled staff expertise to be used more effectively across the school. <p>Governor Challenge: What would be the annual saving of reducing FTE by 2 members of staff?</p> <p>Response: This depends on the salaries and circumstances, but approximately £54k saved plus pension costs.</p> <p>Governor Challenge: What are the benefits of the staffing change?</p> <p>Response: Some deficit management, although this would not be as impactful as hoped.</p> <p>There was a discussion among governors regarding the challenge of introducing a new way of working and change in staffing structure across the school. It was flagged that by asking all teachers to be with their classes for less time, this could reduce the knowledge staff had of individual pupils and their needs. It was AGREED that this risked eroding the quality of education for pupils and the consistency and continuity in teaching that they required. It was felt that there could be a potentially negative effect on pupil wellbeing and behaviour if there was not a consistent approach in the classroom on a day-to-day basis.</p> <p>Governor Challenge: What happens to the Sixth Form in this new model?</p> <p>Response: The reduction of five classes to four, plus class sizes would increase to an average of ten.</p> <p>Governors were informed of the long-term absence of a staff member.</p>	
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	<p>swimming pool bookings due to the specialist equipment available in these area (e.g. hoists).</p> <p>It was highlighted to governors that new fencing, CCTV and gates had not been costed in the budget. The fencing for the new outside area had been quoted at £22k, with the LA contributing £11k. There was a discussion regarding the appropriate means for funding the fencing. It was AGREED that the donation made to the school for environmental offset could be used towards the fencing and improvements to the external areas. Governors highlighted the security concern to leave the site without fencing over the summer break.</p> <p>ACTION: Bursar to send updated budget to Chair for executive approval. A licensed deficit application to be submitted to NYCC with the budget.</p> <p>ACTION: Clerk to add updated budget to next FGB agenda.</p> <p>Governors highlighted that during the meeting, they had held the headteacher to account regarding the financial performance of the school. As requested at the previous FGB meeting, the headteacher had presented a model proposal for a restructure of the Sixth Form and introducing a new way of staff working. Governors had challenged staff during the meeting regarding the pros and cons of the proposed model, and a compromise had been reached. Governors thanked the headteacher and staff for their hard work on the proposal.</p>	<p style="text-align: center;">Bursar</p> <p style="text-align: center;">Clerk</p>
<p>FGB.149.18</p>	<p><u>To receive the Data Dashboard/HT report</u></p> <p>The report was circulated in advance (electronic copy available).</p> <p>Governor Challenge: Why are primary SEN needs so high? Response: This relates to how needs are reported. It reflects the number of pupils having each identified as their first need. However, the school's preference is to identify the level of learning need. There is generally a dis-connect between what is named on an EHCP as the prevailing need and what the day-to-day needs are in the classroom. As the pupils are in the school longer, additional issues can become more apparent, or are reported by parents as they build up trusting relationships with staff.</p> <p>Governor Challenge: The speech and language therapy budget has increased. Does the school have adequate staffing resources to manage the caseload?</p>	

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	<p>Response: There will be no catch-up funding to supplement resources in school as there will be no Year 7 cohort in September. Therefore this resource is being found from other areas. The school benefits hugely from the services of three speech and language therapists who offer a wide range of expertise and governors have previously agreed that this provision is important for the school.</p> <p>Governor Challenge: Some trends in absence appear to be increasing. What are the reasons for this?</p> <p>Response: This relates to a small number of specific cases where absence has been a concern, but the data are skewed as a result due to the size of the cohort. The school is liaising closely with the parents to improve attendance rates going forward.</p> <p>There was a discussion regarding the complex issues that the school can face in relation to parental engagement and anonymised examples were provided for governors relating to the approaches taken depending on the needs of each pupil and their family.</p> <p>PM joined the meeting by Skype at 18.50.</p>	
FGB.150.18	<p><u>To discuss the School Fund plans and Audit</u></p> <p>Governors were informed that a School Fund committee had been formed, made up of staff from across the school including representatives from SLT, teachers and three support staff. The first meeting had taken place and it was AGREED that a formal report to governors would be produced by the Committee.</p> <p>It was explained to governors that a template had been available to staff to bid for funds, and the bids received had varied greatly in the amounts requested.</p> <p>The members of the committee had agreed to change its Terms of Reference to ensure that any individual with an interest in a specific bid would not have voting rights on that bid.</p> <p>There was a broad discussion regarding the purpose of School Funds and whether this should be used for projects relating to operational requirements such as security.</p> <p>Governors felt that the establishment of the School Fund committee was a positive step and had brought clarity and transparency for this area of funding. It was confirmed that the audit of School Funds would be finalised and submitted</p>	

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	<p>before the end of June 2019; the process of allocating payments to successful bids was described to governors.</p> <p>Governor Challenge: Is workload reduced for school staff as a result of the new process?</p> <p>Response: The process can be dealt with electronically now, which makes some of the monitoring less onerous, otherwise there is a little change in workload.</p> <p>It was noted to governors that sometimes donations were made for specifically named purposes and it was important for school to ensure that adherence to these stipulations could be evidenced.</p>	
<p>FGB.151.18</p>	<p><u>To receive feedback from, & discuss the School Governance Review</u></p> <p>It was confirmed that the Governing Body health check had been completed and the following actions recommended:</p> <ul style="list-style-type: none"> • To adopt the new DfE Complaints Policy • To adopt a Governor Disciplinary Policy • To ensure the Chair of Governors email was active • To ensure that the minutes show evidence of governor focus on pupil data • To ensure that the minutes show evidence of Pupil Premium funding. Governors noted that this evidence was available, but was dependent on the sets of minutes reviewed at the time. • To record evidence of governor visits in the minutes, which governors noted was done. • To ensure evidence of scrutiny and challenge is clear in the minutes. Governors AGREED that they need to perform quality assurance on minutes going forward to ensure all questioning and challenge were recorded in appropriate detail. <p>There was a discussion regarding the need for governors to receive training particularly in relation to financial monitoring. Governors had attempted to access training but this had not been available via NYCC for special schools and governors had been disappointed by this response.</p> <p>ACTION: Headteacher to liaise with Stuart Boothman regarding tailored training for governors re: financial monitoring.</p> <p>ACTION: All governors to ensure they have read the outcomes of the health check and return to the feedback to check progress.</p>	<p style="text-align: center;">Headteacher</p> <p style="text-align: center;">All</p>

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FGB.154.18	<p><u>Governor vacancy update</u></p> <p>Governors were informed that a potential new governor had visited the school and had accepted the role (subject to confirmation at the next FGB). This individual had valuable skills in relation to finance and business management/relationship building.</p> <p>ACTION: Clerk to invite new governor to the next FGB meeting to confirm appointment.</p>	Clerk
FGB.155.18	<p><u>Governor Training update</u></p> <p>See minute FGB 151.18: re finance training</p>	
FGB.156.18	<p><u>Governor visits update</u></p> <ul style="list-style-type: none"> • <u>Feedback from visits undertaken since the last meeting</u> <p>The following visits have been undertaken</p> <ul style="list-style-type: none"> • 11th April - Performance Management by Glenis Redhead <p>Very positive feedback had been received from staff during this visit, which was contained in GR's report for governors to review (on Springpoint). GR had reviewed examples of performance management folders, evidence collated.</p> <p style="color: green;">Governors had felt that performance management did not match the SIP well, and SLT informed governors that they were trying to change the timescales for SIP so that the two could be more aligned in future.</p>	
FGB.157.18	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Feedback from Special Heads meeting (14th May)</u> <ul style="list-style-type: none"> ➤ The meeting had focused on the idea of collaborating further with schools across North Yorkshire. Springwater had agreed to host a future meeting. Governors were informed that the idea of a Federation may be worth considering, as it may enable the potential for sharing staffing resources and strategic opportunities to support the budget. 	
	<p>Date of next meeting – Tuesday 18th June 2019 at 6.30pm</p>	



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There being no further business the meeting finished at 8.40pm

Signed:

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Name
Governor