



Governor Meeting

Reason for Meeting: Full Governing Body Meeting	Start: 25/01/2019 13:00:00	End: 25/01/2019 15:00:00
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Governing Body: Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Lewendon, Glenis Redhead, Sophie Hartley, Jill Shaw, Peter Manning, Michelle Farr, Salli Midgley

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
	PROCEDURAL	
	Welcome	
FGB.79.18	To receive apologies and record acceptance of apologies	Clerk
FGB.80.18	To remind governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.81.18	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.82.18	To declare the notification of any other business to be discussed later in the meeting	Chair
FGB.83.18	To approve and sign the minutes of the meeting held on 10 th December 2018 (including a confidential minute)	Chair



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	<p>To discuss any matters arising from the minutes:-</p> <ul style="list-style-type: none"> • Update on new glossary - complete • Update on Skype business link - complete • Safeguarding Policy to be renamed on school website – complete • SIP uploaded to the governors area of Springpoint complete • Headteacher to amend the notice period on the Appraisal and Capability policy - complete • Whistleblowing policy to be uploaded to the school website – complete • Curriculum policy updated for SIP references complete • Clerk to send the NYCC training schedule - complete 	<p>Headteacher Headteacher</p> <p>Clerk Headteacher</p> <p>Headteacher</p> <p>Clerk</p> <p>Headteacher Clerk</p>
	BUSINESS	
FGB.84.18	<p>To discuss the School Budget</p> <ul style="list-style-type: none"> • To receive the latest budget monitoring report 	Bursar
FGB.85.18	<p>To discuss Asset Management</p> <ul style="list-style-type: none"> • The Register • Write offs 	Headteacher
FGB.86.18	To receive an update on SIP progress and action plan	Headteacher
FGB.87.18	To discuss the Strategic Plan and receive SEF update	Headteacher
FGB.88.18	To discuss the Autumn Term Data Dashboard	Headteacher
FGB.89.18	<p>To receive Feedback from surveys</p> <ul style="list-style-type: none"> • Parents • Pupils • Staff 	<p>SH/JS Headteacher Headteacher</p>
FGB.90.18	Policy Approval	Headteacher
FGB.91.18	<p>Governor Training update</p> <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting 	ALL
FGB.92.18	<p>Governor visits update</p> <ul style="list-style-type: none"> • Planned visits for the Spring term • Feedback on visits undertaken since last meeting • Feedback on visit reports 	ALL
FGB.93.18	AOB	
	Date of next meeting – Monday 11th February 2019 at 6.30 pm – 8.30 pm	



Governor Meeting

Minutes of the FGB meeting held on the 25th January 2019

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

Also present: Sandra Searle (NYCC Clerk), Louisa Hopwood (Bursar)

Minutes

Item		Action
	The Chair welcomed everyone to the meeting	
FGB.79.18	<p><u>To receive apologies and record acceptance of apologies</u></p> <p>Apologies were received from Salli Midgley and these were consented to.</p> <p>No apologies were received from Jill Shaw or Michelle Farr so these could not be consented to.</p>	
FGB.80.18	<p><u>To remind governors to declare any pecuniary or non-pecuniary interests</u></p> <p>None were declared</p>	
FGB.81.18	<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 would be agreed during the meeting</p>	
FGB.82.18	<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"> • Governor recruitment – Chair • Meeting times & dates – Chair 	
FGB.83.18	<p><u>To approve and sign the minutes of the meeting held on 10th December 2018 (including a confidential minute)</u></p> <p>All the minutes were approved without amendment and signed off by the Chair.</p>	
	<p><u>To discuss any matters arising from the minutes:-</u></p> <ul style="list-style-type: none"> • Update on new glossary – complete 	

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	<p>The School Bursar joined the meeting at this point</p> <ul style="list-style-type: none"> Update on Skype business link The Chair reported he was having problems connecting to the site. <p>Action: The Deputy Headteacher and the Bursar to test the link from home and the Headteacher to e-mail the address and the password.</p> <p>Sophie Hartley joined the meeting at this point</p> <ul style="list-style-type: none"> Safeguarding Policy to be renamed on school website – complete SIP uploaded to the governors area of Springpoint complete Headteacher to amend the notice period on the Appraisal and Capability policy - complete Whistleblowing policy to be uploaded to the school website – complete Curriculum policy updated for SIP references complete Clerk to send the NYCC training schedule - complete 	<p>Headteacher/ Dep. Headteacher/ Bursar</p>
	<p>BUSINESS</p>	
<p>FGB.84.18</p>	<p><u>To discuss the School Budget</u></p> <ul style="list-style-type: none"> <u>To receive the latest budget monitoring report</u> <p>The Bursar’s report for January, the Risk Assessment and the December budget monitoring reports (summary and detail) had all been sent out prior to the meeting.</p> <p>The Bursar confirmed she was working to the predicted deficit budget, many of the budgets have now been spent and it would be possible to move underspends in budgets to avoid going further into deficit.</p> <ul style="list-style-type: none"> Due to increases in pupil numbers there may be more income to come in. 9 extra pupils had come into school from September 2018 The £127k predicted deficit showing in this report is the same as predicted in October and November. <p>Question: Where budgets are spent is there a block to prevent overspending?</p> <p>Answer: Yes, the Headteacher and the Bursar check very closely. There is still movement in the Facilities Managers budgets, prior to the building work it had been intended to fund ICT through his budget but that has now been spent on the build so funding from the resources budget will be used to cover these costs.</p>	

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	<p>The governors discussed the issues around moving budgets around in the year to balance the budget headings or leaving the set budget and showing under and overspends.</p> <ul style="list-style-type: none"> ➤ Requests for virements would flag up and explain variances to start budgets but would it achieve anything valuable. <p style="text-align: center;"><u>Or</u></p> <ul style="list-style-type: none"> ➤ It would make it clear to Budget Holders that their budgets have been reduced and avoid accidental overspends <p>Question: How much was the ICT budget at the start? Answer: £5,000</p> <p>Question: If the budget is moved would we still be able to compare to the original budget? Answer: Yes, you would be able to see movements on the reports</p> <ul style="list-style-type: none"> • More information was gathered this year to inform the budget than in previous years which has led to more accurate budget setting. <p>If budgets are reduced through the year, this must be taken into account for the following years budget setting as original amount may be needed the following year.</p> <p>Question: What is the process for overspending? Answer: Most budget holders are very attuned to checking their budgets and what they have left to spend so it is working effectively. ICT is more difficult to plan as equipment gets broken or breaks down and needs to be replaced or repaired with little notice.</p> <ul style="list-style-type: none"> • The Bursar confirmed the school had to submit 2 budget forecasts to the LA every year (a start budget and a revised budget) & that she had to work to the latest submitted budget for LA reporting. Termly monitoring within the school could be done. <p>It was agreed applications from budget holders to have an increase should be made to the Headteacher who will work with the Bursar to see if any other budget will be underspent. If a virement is made both budget holders will be notified of the change.</p> <p>If a budget is overspent without agreement money may be found from other areas and a virement put in place, if not it will be recorded as an overspend.</p> <p>In all cases the original and revised budget will be held on record.</p>	
FGB.85.18	<p><u>To discuss Asset Management</u></p> <ul style="list-style-type: none"> • <u>The Register</u> • <u>Write offs</u> 	

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	<p>A copy of the Asset Register for ICT equipment had been uploaded to Springpoint for governors to read prior to the meeting</p> <p>Question: Does the Facilities Manager have to submit a business case for replacing costly equipment? Answer: Budget Holders have not had to submit a case previously and the Asset Register has not been shared with governors before. It could be possible to begin this process for March, cases to be considered by the governors</p> <p>The Chair requested a full Asset Register for all equipment in school be made available for the governors. The Headteacher confirmed the Facilities Manager was already preparing this. The following action were agreed:-</p> <ul style="list-style-type: none"> i) SLT to go through the Asset Register and challenge items ready to feedback when next years budget is being set. ii) A process for business cases for items over £1,000 to be submitted and considered to be set up. Details to be made available to the governors if requested iii) An agreed list of write offs to be prepared for governors to write off <p>The Bursar was thanked for all her work and she left the meeting</p>	<p style="text-align: center;">SLT</p> <p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Headteacher</p>
<p>FGB.86.18 & FGB.87.18</p>	<p><u>To receive an update on SIP progress and action plan & To discuss the Strategic Plan and receive SEF update</u></p> <p>The latest versions of the SIP and SEF had been uploaded to Springpoint for governors to read prior to the meeting</p> <p>The Headteacher confirmed she had been asked for a simplified guide to the SIP with the lead objectives shown and had last reported to governors on this in November.</p> <p>The Lead Governor on Leadership and Management reported she had attended the last SLT meeting where this had been discussed and had been very impressed</p> <p>The Headteacher went through the paper with the governors</p> <ul style="list-style-type: none"> • There has been a massive growth in pupils numbers with 9 pupils starting since September taking the total roll to 78 <p>Question: Where have they come from, it is due to school closures? Answer: They have come from all over and all ages except 6th form where there is usually more planning. Mainstream schools have challenging budgets so struggle to provide support to the more challenging pupils</p>	

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- The strategic objectives have been put together with reference to the NYCC plan for Special Education.
 - a) Diversity of Need – the LA is looking to schools to diversify to cover the gaps in education that mean pupils are sent to out of county provision. In this school diversification into SMEH support and potential Post 19 provision would be a good exciting and challenging option
 - A bespoke package is already being offered to new local pupil which is proving successful
 - There will be a need to develop supported internships from next September, with the help of a job coach probably for this school in the retail area, companies have already been approached.

Question: How will this be paid for?

Answer: There is possibly some funding available

Question: Would the support come from the school or the company?

Answer: Both, the job coach would support the young person in the setting as well, with the hope of a guaranteed role at the end if they do not drop out.

Question: Did we have a young person who went on to do this last year ?

Answer: Yes, they did, in Selby and the feedback we have received is that they are the best intern they have had with their attitude to work, they are delighted with him

- b) Increase capacity - Space is an issue so there is a need to work to having satellite provision. There is also a bid for a new Free School in Selby which we could look to a partnership as a third of our pupils are from that area

Question: Is it a set of parents that are pushing for the free school or the LA?

Answer: Not sure, parents do not want their children to travel the distance to this school as very young complex learners with PMLD have a long distance to travel. The LA want a MAT to run it but there is not a Special MAT in NY yet.

- c) Relevant outcomes – Planning curriculums and personalised outcomes for all pupils, not basing on historical practices, maybe physical, maybe health

Question: Does this line up with the Ofsted changes?

Answer: Yes but it is a challenge right now as we are due Ofsted, to keep established practice going, as well as preparing for the change in Sept 19.

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	<p>The Chair said what had been done was first class, there was a strength and depth in both papers.</p> <p>The governors discussed how these could be reviewed as well as also reviewing the current set of criteria for which there is an identified Link Governor.</p> <ul style="list-style-type: none"> The Leadership and Management Link Governor reported she challenges the performance appraisal action plans regularly and can see how the Headteacher is driving it down <p>It was suggested that a time plan for reviewing strategic planning would be useful. A governor said knew of a template which had a traffic light system which may be useful. The skills audit could be used to link governors to areas with support. Action: SH to forward copy of template to the Headteacher</p> <p>It was agreed the cross referencing of the 2 plans would be helpful but to separate out the things which are Ofsted and keeping them running as well. This should link into the governors training plan. Governor visits should continue to focus on the present day.</p> <p>The Chair reported there was a blank tab on the website and suggested the 3 Lead Objectives could be shown there Action: The 3 Lead Objectives from the SIP to be shown under the Development tab on the school website</p>	<p style="text-align: center;">SH</p> <p style="text-align: center;">Headteacher/ Clerk</p>
<p>FGB.88.18</p>	<p><u>To discuss the Autumn Term Data Dashboard</u></p> <p>This had been loaded into Springpoint for governors to read before the meeting</p> <p>Question: Are we under the national average for attendance? Answer: Yes</p> <p>The Deputy Headteacher said he felt the CIN data showing on page 4 within the Equalities profile would fit better on page 6 with Pupil Premium (PP) and the governors agreed. Action: CIN data to be shown under the LAC and PP heading in the future</p> <p>A governor said they thought this was now a very clear document with all the explanation keys</p>	<p style="text-align: center;">Headteacher</p>
<p>FGB.89.18</p>	<p><u>To receive Feedback from surveys</u></p> <ul style="list-style-type: none"> <u>Parents</u> 	

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	<p>A Powerpoint presentation on parental feedback had been uploaded to Springpoint for governors to look at</p> <p>Question: Is there not a youth club after school? Answer: Yes, there is but it is only one night a week</p> <p>Question: How are we responding to this feedback? Answer: The survey is anonymous so we cannot respond directly. We have already taken on board the point about insufficient notice for events and ensuring letters to parents are uploaded to the website.</p> <p>Question: Some of the comments are very specific? Answer: Yes, we know which pupils they relate to and the reasons why they were raised</p> <p>It was agreed a one line response to each comment would show the school was being responsive. The case studies were still to be added in</p> <ul style="list-style-type: none"> • <u>Staff</u> <p>A staff survey has never been undertaken as regular departmental management meetings take place which allow for enough free flowing feedback The Headteacher confirmed she conducts staff exit surveys for all members of staff</p>	SH/JS/GR
FGB.90.18	<p><u>Policy Approval</u></p> <p>There were none</p>	
FGB.91.18	<p><u>Governor Training update</u></p> <ul style="list-style-type: none"> • <u>Feedback from training undertaken since the last meeting</u> There was none <p>The date for the training planning meeting has been set for Thursday 21st February 1pm for two hours. This will be confirmed by e-mail.</p> <p>Governors were asked to keep their lists of training courses attended up to date and bring copies of certificates into school</p> <ul style="list-style-type: none"> • <u>Communication</u> The Chair asked how often people checked their school e-mail boxes as responses were sometimes longer than hoped for. <p>It was agreed the Clerk would send an e-mail to personal e-mail addresses when important e-mails were sent into school addresses or when a timely response was required</p>	<p>All</p> <p>Clerk</p>

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FGB.79.18	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Charity Funding</u> Question: Has the school ever applied to the Wooden Spoon charity for funding? Answer: Yes, but we were not successful. It was agreed to reapply with the help of the governor who has worked with the charity Action: SH to liaise with the Bursar to submit a bid to fund the gap in the Youth Club funding Question: Could the school fund be used to fill this gap, how much is the shortfall? Answer: £2,000 per term for the staff and food. <p>The governors agreed to use school fund to fill the gap this term</p> <p>Question: When will the agreed bidding for school fund begin? Answer: Lynda Player the Head of the LMS team at the LA came into school to review the school fund and agreed a lot of the items that go through the fund could go through the school budget. Work is ongoing to move the income and expenditure across before the start of the new financial year. A committee will be asked to meet just before Easter to consider bids</p> <ul style="list-style-type: none"> • <u>Governor recruitment</u> A governor reported that an advert for new governors had been placed in the Parish magazine, this would cover the Pannal and Beckwithshaw areas. <p>Another governor reported that the advert had been placed on several other websites and 40 local business had been approached incl. Betty's, Harrogate Business Forum, Renewable Energy.</p> <p>It was agreed to contact Stuart Boothman, the LA Governance Advisor and Stray FM as well, the focus being for new governors with finance and premises experience.</p> <p>It was suggested that the timings of the meetings made it difficult for some people to attend. The governors discussed possible changes to both days and times and agreed to change the Monday meeting times to 6.30-8.30pm for the rest of this term. The agreed Friday date (22nd March) to remain at the same time.</p>	SH/ Bursar
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Governor Meeting

	Date of next meeting – Monday 11th February 2019 at 6.30 pm – 8.30 pm Monday	
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There being no further business the meeting finished at 3.05pm

Signed:

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Name
Governor

Attachment 1 – Head Teachers Report

Attachment 2 – Chair of Governors Report

Attachment 3 -