



# Governor Meeting

Reason for Meeting: FGB meeting	Start: 27/01/2021 16:30:00	End: 27/01/2021 19:00:00
------------------------------------	-------------------------------	-----------------------------

**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Paul Addison, Gemma Cardwell, Sarah Daggett, Emma Gibson, Shelagh Morris, Andrew Palmer, Andrew Sudron

## **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**

## **Strategic Objectives**

- **Provide an excellent educational experience and outcomes for each pupil**
- **Invest in the career development, skills, and wellbeing of our staff**
- **Engage closely with the Local Authority**
- **Strive to achieve financial sustainability without compromising the quality of education**

## **Agenda**

<b>Item</b>	<b>Description</b>	<b>Led by</b>
	<b>PROCEDURAL</b>	
	Welcome	Chair
FGB.55.20	To receive apologies and record the acceptance of apologies.	Clerk
FGB.56.20	To remind Governors to declare any pecuniary or non-pecuniary interests.	Clerk
FGB.57.20	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.58.20	To declare the notification of any other business to be discussed later in the meeting.	
FGB.59.20	To approve and sign the minutes of the meetings held on: - <ul style="list-style-type: none"> <li>• 15<sup>th</sup> October 2020</li> <li>• 19<sup>th</sup> November 2020 (including confidential minute), both via Skype</li> </ul>	Clerk



## Governor Meeting

FGB.60.20	<p>To discuss any matters arising from the minutes</p> <ul style="list-style-type: none"> <li>• The Headteacher to discuss with Chris Pearson, the NYCC Capital Projects Manager if a meeting between the school (including governor representation), a representative from HBC and himself would help break the deadlock.</li> <li>• The Headteacher to send out to all governors the written version of the report given at the meeting which uses the structure around monitoring visits through Ofsted</li> <li>• The Deputy Headteacher and Safeguarding Link Governor to arrange a virtual meeting.</li> <li>• The Headteacher to arrange for a slightly amended survey to be sent out to all staff and report back to the January meeting</li> <li>• The Headteacher to discuss remote physical learning with the PE Lead and report back to the next meeting</li> <li>• The Headteacher to check &amp; amend the names of all policies and add a precis to the beginning</li> </ul>	<p>Headteacher</p> <p>Headteacher</p> <p>Dep. Headteacher/SG Link Gov.</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
FGB.61.20	<p>Governing Body</p> <ul style="list-style-type: none"> <li>• New Finance Committee (membership &amp; ToR)</li> <li>• Link role for the new staff governor</li> </ul>	Chair
	<b>BUSINESS</b>	
FGB.62.20	<p>Headteacher review of current circumstances</p> <ul style="list-style-type: none"> <li>• Risk Assessment</li> </ul>	Headteacher
FGB.63.20	Remote Learning Statement & Offer	Headteacher
FGB.64.20	<p>Finance</p> <ul style="list-style-type: none"> <li>• Feedback from the Budget Review meeting</li> <li>• Catch up funding</li> <li>• Senior Staff pay/restructure</li> </ul>	<p>Chair</p> <p>Headteacher</p> <p>Headteacher</p>
FGB.65.20	Update on school facilities.	Headteacher
FGB.66.20	Curriculum review – on and off site	Dep. Headteacher
FGB.67.20	Website review	Chair
FGB.68.20	To approve the following policies	Chair



## Governor Meeting

	<ul style="list-style-type: none"> <li>Careers</li> <li>Governor Expenses (new version)</li> </ul>	
FGB.69.20	Governor Training update <ul style="list-style-type: none"> <li>Feedback from training undertaken since the last meeting.</li> </ul>	All
FGB.70.20	Governor visits update <ul style="list-style-type: none"> <li>Feedback from visits undertaken since the last meeting.</li> <li>Future visits</li> </ul>	All
FGB.71.20	AOB	
	<b>Date of next meeting – Thursday 25<sup>th</sup> February 2021 at 4.15pm (via Skype)</b>	

### Minutes

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Paul Addison, Sarah Daggett, Emma Gibson, Shelagh Morris, Andrew Palmer, Andrew Sudron

### Item

	<b>PROCEDURAL</b>	
	The Chair welcomed everyone to the meeting	
FGB.55.20	<p><b><u>To receive apologies and record the acceptance of apologies</u></b></p> <p>Apologies had been received from Gemma Cardwell and these were consented to.</p>	
FGB.56.20	<p><b><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></b></p> <p>None were declared</p>	
FGB.57.20	<p><b><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></b></p> <p>The Clerk reminded the meeting of the need for confidentiality</p>	
FGB.58.20	<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>SFVS</li> </ul>	

## Governor Meeting

	<ul style="list-style-type: none"> <li>The Hargreaves Bid</li> </ul>	
FGB.59.20	<p><b><u>To approve and sign the minutes of the meeting held on: -</u></b></p> <ul style="list-style-type: none"> <li><b><u>Thursday 15<sup>th</sup> October</u></b></li> <li><b><u>Thursday 19<sup>th</sup> November (including a confidential meeting)</u></b></li> </ul> <p>All three sets of minutes were approved without amendment.</p>	
	<p>The Headteacher introduced the new staff governor to the GB and asked her to give a brief summary of her role in school which she did.</p>	
FGB.60.20	<p><b><u>To discuss any matters arising from the minutes</u></b></p> <ul style="list-style-type: none"> <li><u>The Headteacher to discuss with Chris Pearson, the NYCC Capital Projects Manager if a meeting between the school (including governor representation), a representative from HBC and himself would help break the deadlock.</u></li> </ul> <p>The Headteacher confirmed she had met with Chris Pearson and Sue Turley from NYCC and a further meeting was planned for the following day.</p> <ul style="list-style-type: none"> <li>➤ Costs and project timetable were still not available from NYCC.</li> <li>➤ The Headteacher had made it clear at the meeting that the expectation was the building would be available to the school from Easter.</li> </ul> <p><b>It was agreed</b> Governor involvement in future meetings would be useful.</p> <p><b>Action: The Headteacher to invite the Chair to all future meetings</b></p> <ul style="list-style-type: none"> <li><u>The Headteacher to send out to all governors the written version of the report given at the meeting which uses the structure around monitoring visits through Ofsted.</u></li> </ul> <p>This had been sent out immediately following the meeting</p> <ul style="list-style-type: none"> <li><u>The Deputy Headteacher and Safeguarding Link Governor to arrange a virtual meeting.</u></li> </ul> <p>This meeting had been arranged for Friday 29<sup>th</sup> January (virtually)</p> <ul style="list-style-type: none"> <li><u>The Headteacher to arrange for a slightly amended survey to be sent out to all staff and report back to the January</u></li> </ul>	Headteacher

## Governor Meeting

	<p><u>meeting</u></p> <p>Technical issues had meant this had not yet been issued to staff – the Headteacher to meet with the Website Link Governor to progress this.</p> <ul style="list-style-type: none"> <li>• <u>The Headteacher to discuss remote physical learning with the PE Lead and report back to the next meeting</u></li> </ul> <p>The website now shows a link for each class to a physical activity.</p> <ul style="list-style-type: none"> <li>• <u>The Headteacher to check &amp; amend the names of all policies and add a precis to the beginning</u></li> </ul> <p>Clarification was given that the short precis should show if the policy was adopted from a model NYCC or a school written policy and when it should be used.</p> <p>Question: What would staff say if asked how user friendly the policies are?          Answer: The Safeguarding and Positive Behaviour policies must be read by all staff as part of their induction and they must be aware of any others that directly affect their working life within school.</p> <p>Question: Are new employees expected to read all policies or are they signposted to the ones they need to know?          Answer: The induction process does signpost them to frame the way they work, policies like disciplinary and complaints would be looked if and when needed.</p> <p>Question: How do you ensure staff here continue to know what they need to be aware of?          Answer: Both the Safeguarding and Medical Needs policies are made clear to staff operationally, they are quite straightforward and easy to read.</p> <p>Question: How high would the policies be if they were all printed out and piled up?          Answer: Significantly high, Induction is an awareness of what you need to read or be aware of and where they are held</p>	
FGB.61.20	<p><b><u>Governing Body</u></b></p> <ul style="list-style-type: none"> <li>• <u>New Resources Committee (membership &amp; ToR)</u></li> </ul> <p>The Chair proposed the reintroduction of the Resources Committee to review the various financial issues the school is involved in at present.</p>	

## Governor Meeting

	<p>The proposed membership of the Resources committee was The Chair, The Headteacher, Paul Addison &amp; Andrew Palmer. The School Business Manager (SBM) would also be asked to attend. The committee would meet twice a term.</p> <p>Governors were reminded that ToR for this committee had been approved at the FGB on the 24<sup>th</sup> September 2020. An amendment to these terms was proposed to say the membership of the staff disciplinary committee would be agreed at the first Governor meeting of each new academic year.</p> <p><b>Action: Governors were asked to email the Chair if they would like to join this committee</b></p> <p><b>The governors approved:</b></p> <ul style="list-style-type: none"> <li>➤ the reintroduction of the Resources Committee</li> <li>➤ the proposed membership</li> <li>➤ the amendment to the ToR</li> </ul> <p>Action: The Chair to make the amendment to the ToR</p> <p><b>Question: How do you envisage the new committee dovetailing with the FGB &amp; working practically?</b>  <b>Answer: This committee will look at relevant issues in more detail and will free up the FGB to look at broader strategic issues, it will report all decisions back to the FGB. No change to the existing 12 meetings per year is envisaged at present but some of these will be committee meetings and minuted formally by the Clerk. The GB has met in the past for an awayday to discuss the strategic direction of the school and this may be looked at again on a regular basis. This model will allow the school to be flexible and responsive.</b></p> <p>A governor noted that if this committee &amp; model proves effective the introduction of other committees could be considered.</p> <ul style="list-style-type: none"> <li>• <u>Link role for the new staff governor</u></li> </ul> <p>Governors noted that the new staff governor was also a First Aider in school and therefore the vacant Health and Safety (H&amp;S) Link role may be appropriate.  The Staff Governor agreed to take on this role for the GB.</p> <p><b>Question: Does that involve Ofsted &amp; pupil friendly issues?</b>  <b>Answer: It is a view of everything H&amp;S, intermittent walks around school are needed to highlight any issues.</b></p>	All
	<b>BUSINESS</b>	

## Governor Meeting

FGB.62.20	<p><b><u>Headteacher review of current circumstances</u></b></p> <ul style="list-style-type: none"> <li>• <u>Risk Assessment</u></li> </ul> <p>A copy of the latest School Risk Assessment (SRA) had been sent out prior to the meeting.</p> <p>The Headteacher gave governors a brief update on the main points.</p> <ul style="list-style-type: none"> <li>• As all the pupils have an EHCP and are classed as vulnerable learners the school is expected to be fully open</li> <li>• On the first day of term all parents were contacted to see if they wanted their child in school and the school now has the highest attendance of any special school in North Yorkshire.             <ul style="list-style-type: none"> <li>➢ All teachers except one are present in school.</li> <li>➢ There are currently 70-75% of pupils on site.</li> </ul> </li> <li>• There has been a change in organisation since the last lockdown – all classes are now separate bubbles.</li> <li>• To provide staff with PPA time the school is now closed to pupils from 12.30pm on a Friday afternoon.</li> <li>• It is finely balanced as the loss of a member of staff in a class may lead to a reduction in class pupil numbers or time in school over the period of the absence.</li> <li>• Initially several members of staff sent in section 44 letters on advice of the union, this stated they felt unsafe in school. They were deployed onto the home learning offer while their concerns were addressed.</li> <li>• The least offered to pupils is a 3 day week in school and this will be reviewed at half term to try to increase this offer.</li> </ul> <p>Question: How many pupils are only offered 3 days?            Answer: There are 6 in that group</p> <p>Question: How many staff did not feel comfortable coming into school despite the measures being put in place?            Answer: Two, one had an understandable genuine fear &amp; the other had a narrow view of the SRA and requested class closures. Both have been delivering work from home.</p> <p>Question: That is a very strong attendance rate, are any pupils not attending due to their special needs?            Answer: On the first day we phoned all parents to ask if they would like a place, it was a much softer message than with the first lock down. A few parents where the pupil is prone to chest infections said they would prefer to keep them at home. There are 2 pupils who are clinically shielding and therefore not in school. There were some who felt they could manage with remote learning to reduce their child’s anxiety. There are pupils who take the government instruction to stay at home very literally and others whose OCD about hand washing etc mean their anxiety levels cause issues in school, it is therefore better for them to be at home and working remotely.</p>	
-----------	--	--

## Governor Meeting

	<p>Question: Do you feel the mental health of everyone is addressed in the SRA?</p> <p>Answer: No, the SRA is a NYCC model and is more focused on the safe environment in school rather than on the pupils or staff, mental health is not commented on at all. A weekly phone call (at least) is made to check on pupil wellbeing. The Behaviour Support Worker is also keeping contact with pupils. Physical wellbeing is also determined for PMLD pupils.</p> <ul style="list-style-type: none"> <li>• Pupils are risk assessed on a Monday to identify those not learning at home and if they could be brought back into school. There is a risk that offering only a part week could be more detrimental for some pupils</li> </ul> <p>Governors statement: Regular risk assessments on an individual basis are very good. It will help the capture of information for future learning. Long Covid may have implications for educational, physical and mental wellbeing, capturing this information formally is good so you can refer back.</p> <p>Answer: This feels very different to the last two lock downs, we are almost fully open this time but with home learning taking place as well, it is all consuming, neither of the last 2 lock downs have really helped with the planning or implementation for this one.</p> <p>Governor statement: The remote learning information on the website is very good &amp; provides help for parents to support the learning, it must be remembered that special schools were open throughout all this time.</p>	
FGB.63.20	<p><b><u>Remote Learning Statement &amp; Offer</u></b></p> <p>The Remote Learning offer had been sent out to prior to the meeting.</p> <p>The Headteacher added some detail to the offer: -</p> <ul style="list-style-type: none"> <li>• Two teachers are leading and delivering the offer while also teaching their classes in school.</li> <li>• A weekly update is added to the website for each individual class linked to their course.</li> <li>• Curriculum linked videos are being made and uploaded to the school YouTube channel, these must link to the teachers plans.</li> <li>• The recent snow day closure allowed for the offer to be emailed to all parents.</li> <li>• A meeting is to be held to discuss the limitations of the website with a view to improving the presentation.</li> <li>• Moving towards live sessions, the Friday afternoon assemblies are available live via a link, there were 20 participants at the last one, many of which were 6<sup>th</sup> formers. 6<sup>th</sup> form forum is also in place.</li> </ul>	

## Governor Meeting

	<ul style="list-style-type: none"> <li>• Live lessons by teachers in school are planned after half term and will be curriculum based.</li> </ul> <p>Question: The online offer is excellent and has been a fantastic piece of work in a very short period of time, credit to the 2 teachers who have led this. How do you link to the pupils?</p> <p>Answer: The live assemblies on a Friday afternoon are a Teams invitation and well managed. There is time allowed for chatting between the pupils and this is controlled by the school. The 6<sup>th</sup> form focusses on a current theme, they recently covered the USA elections, there was a live lesson on road safety. We will be developing this part of the offer for all departments not just for the 6<sup>th</sup> form.</p> <p>Question: Would it be possible for governors to join in?</p> <p>Answer: Yes, that would be possible, maybe not all at the same time and only to the assemblies and forum, it would not be appropriate for governors to join live lessons.</p> <p><b>Action: The Headteacher to organise an invitation for each of the governors to attend either an assembly or a forum before half term.</b></p> <p>Question: How much are the pupils taking up the offer?</p> <p>Answer: Engagement is being monitored and there is checking to see how much is actually being done. The wellbeing phone calls ask direct questions about pupil engagement. It is a juggle for some families who are working from home and supporting home learning, we look at different ways to support them, posting work out to them if working digitally is difficult, and checking family capacity. A survey was undertaken to collate this information and raise issues. There is a constant review to see if the pupil would be better in school.</p> <p>Question: Are the lessons recorded? There may be competing demands in the home which being able to watch the lesson at a different time would alleviate.</p> <p>Answer: The YouTube videos are available anytime and pupils can view independently and several times. There are also ex-pupils who are looking at these videos.</p> <p>Question: What is the process for getting computer equipment for pupils, is it routed through the school?</p> <p>Answer: We request them, the survey back in the summer asked a lot of questions around IT availability and 13 laptops were sent out to homes in July. They come into school first and are loaned out to families, they remain school property. Work is ongoing to check if more are needed.</p>	Headteacher
FGB.64.20	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• <u>Feedback from the Budget Review meeting</u></li> </ul> <p>The Chair and two governors met with the Headteacher and SBM on the 10<sup>th</sup> December 2020.</p>	

## Governor Meeting

	<ul style="list-style-type: none"> <li>➤ The SBM had presented a 3-year budget plan which projected a budget deficit at the end of the year of £38k, this increases over the following 2 years.</li> <li>➤ Including the capacity of the new building at 109 High Street there is a target set by NYCC of 108 pupils.</li> <li>➤ There is hard standing in the playground which could provide another classroom, costs &amp; pupil capacity are being investigated &amp; charitable bodies are being identified for possible funding options.</li> <li>➤ Further discussion will take place at the meeting on the 25<sup>th</sup> February and reported back to the next FGB.</li> </ul> <ul style="list-style-type: none"> <li>• <u>Catch up funding.</u></li> </ul> <p>Funding is given to support pupils as they return to school, to help identify and reduce learning loss. The Headteacher proposed 2 possible uses of the funding:</p> <ul style="list-style-type: none"> <li>➤ The Remote Learning package – it was not envisaged that the 2 teachers who volunteered to lead this would also be needed to teach in their class as well but to reduce movement in the school there has been no use of agency staff or HTLA flexibility across departments. A temporary TLR allowance would acknowledge the great work that have had to do over and above their class responsibility.</li> <li>➤ The purchase of a small bank of iPads to initially give out to non-teaching members of staff who are working from home but would eventually come back into school for pupil use.</li> </ul> <p style="color: green;">Question: How discretionary is the fund and how can these be linked to catch up learning?</p> <p style="color: green;">Answer: This is more about preventing pupils not getting too far behind, the fund is very discretionary. We have been advised it is very important to use this funding which is £4,600 per term.</p> <p style="color: green;">Question: We have found PP spending is most effective on staffing, could this funding be used to increase the number of days pupils are in school, we will need say on the website how this money is spent.</p> <p style="color: green;">Answer: Additional capacity pertains the next item.</p> <ul style="list-style-type: none"> <li>• <u>Senior Staff pay/restructure</u></li> </ul> <p>The Headteacher reminded the governors that the school is no longer able to use the Meadowbank space, new office arrangements are in place and the senior team are mainly now in class. There is a strain on accommodation</p>	
--	--	--

## Governor Meeting

	<p>and the capacity of the Headteacher and Deputy Headteacher is reduced.</p> <p>The Headteacher proposed: -</p> <ul style="list-style-type: none"> <li>➤ that the senior teacher who is due to return from maternity leave for 3 days a week after half term is not deployed into a classroom until the end of this academic year. This arrangement will support the testing regime now in school &amp; the remote learning offer, as well as adding capacity to the SLT and could be financed by the catch-up funding.</li> <li>➤ The 3 Heads of Department be awarded an extra TLR temporarily to reflect the additional line management responsibility they have taken on. These have not been reviewed since the posts were created.</li> </ul> <p>Question: How much will this cost? Answer: Increases to TLR 2B would be £2k each and increases to 2C would be £3k each.</p> <p>Question: Were these discussed at the recent pay panel? Answer: Yes, but a full review is long overdue, their allowances are out of line with other special schools in terms of responsibility. This would recognise the great work they are doing pending a full review.</p> <p>The governors discussed this at great length and in detail and while acknowledging the great work that these members of staff are doing, they did not feel they could approve the temporary increase in allowance until additional budget information was available in relation to future pupil number projections.</p> <p>Sarah Daggett left the meeting during this item.</p> <p>It was agreed: -</p> <ul style="list-style-type: none"> <li>➤ the SBM would be asked to urgently put together in a paper, all the proposed bids in the context of next years expected budget (income &amp; expenditure), with an agreed staffing structure &amp; leadership cover.</li> <li>➤ The newly formed Resources committee would meet on Friday afternoon (29<sup>th</sup> January) to consider the proposals and report back to the next FGB.</li> </ul>	
FGB.65.20	<p><b><u>Update on school facilities</u></b></p> <p>Governors noted that the school had now fully moved out of the space at Meadowbank and the office team are now based at 80</p>	

## Governor Meeting

	<p>High Street. The Headteacher &amp; Deputy Headteacher also have offices there as well as in school.</p> <p>The Headteacher reported there were some practical issues with the new space which had previously been empty. The move was only due to be temporary while Covid restrictions were in place to avoid school staff crossing with clients at the day centre, although the day centre was still not open to clients.</p> <p>It was agreed the GB should write to NYCC to seek clarification on when the school would be able to return to Meadowbank.</p> <p><b>Action: The Chair to draft a letter to NYCC</b></p> <p>Governors also noted the primary fencing was due to be installed next weekend.</p>	Chair
FGB.66.20	<p><b><u>Curriculum review – on and off site</u></b></p> <p>The Headteacher reported that the development of the new curriculum is ongoing and there was now no difference between what was happening in school and with home learning (via the website).</p> <p>The 6<sup>th</sup> form curriculum is affected as travel training and work experience cannot take place as the SRA has assessed they are not safe enough for the pupils.</p>	
FGB.67.20	<p><b><u>Website review</u></b></p> <p>Governors were reminded that the Link Governor had undertaken a website review during the last term.</p> <p><b>Question: In terms of getting the information onto the website where are we with that?</b></p> <p><b>Answer: A call has been booked with Schools ICT to look at the issues, the website is not user friendly. If we cannot get the support we need we may need to look at other providers for the website.</b></p> <p>Items still to be uploaded include: -</p> <ul style="list-style-type: none"> <li>➤ Current plans for PP &amp; Sports Premium</li> <li>➤ Year 7 Literacy</li> <li>➤ Covid-19 catch up funding spending plan</li> </ul>	
FGB.68.20	<p><b><u>To approve the following policies</u></b></p> <ul style="list-style-type: none"> <li>• <u>Careers</u></li> </ul>	





# Governor Meeting

	There were none due to the current restrictions around physically visiting school.	
FGB.71.20	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li><u>The Hargreaves bid</u> The Deputy Headteacher reported that the bid for the primary fencing was almost complete. It was to be shared with the colleague of a governor who had experience of bid writing prior to submission. The Deputy Headteacher would also be checking prior to submission that this small bid would not hamper future larger bids being made.</li> </ul> <p>Question: Are there different channels for different types of bids? Answer: No, but the bidding form asks that one of four criteria is chosen which best aligns to the bid.</p> <ul style="list-style-type: none"> <li><u>Schools Financial Value Statement (SFVS)</u></li> </ul> <p>Governors were reminded this needs to be approved by the FGB and submitted to NYCC by 31<sup>st</sup> March 2021</p> <p>The Chair reported he had a copy of the latest version, it would be discussed by the Resources committee in February and submitted to the FGB at their meeting in March</p>	
	<p><b>Date of next meeting</b> – The Resources Committee will meet on <b>Thursday 25<sup>th</sup> February 2021</b> at 4.15pm (via Skype)</p> <p>The FGB will next meet on <b>Thursday 18<sup>th</sup> March 2021</b> at 4.15pm (via Skype)</p>	

There being no further business the meeting finished at: - 7pm

Signed:

**X**

---

Name  
Governor



# Governor Meeting