



# Governor Meeting

Reason for Meeting: Full Governing Body	Start: 10/03/2022 16:15:00	End: 10/03/2022 18:15:00
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**Governing Body:** Sean Pond (*virtual*), Sarah Edwards (Headteacher), Shelagh Morris (Chair), Andrew Palmer, James Mottram, Edward Lyons (*virtual*), Si McInerney (*virtual*) Andy Mullane (Head of 6<sup>th</sup> Form, for item 66)

## **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**

- **Springwater is open to all children and young adults whose special educational needs require our support**
- **All pupils achieve their maximum potential**
- **Pupils are prepared for adulthood**
- **We Invest in the career development, skills, and wellbeing of our staff**

<b>Item</b>	<b>Description</b>	<b>Action</b>
	<b>PROCEDURAL</b>	
FGB.58.22	<b>Welcome</b> SMo would chair this meeting as SP was attending via TEAMS.	
FGB.59.22	<b>To receive apologies and record the acceptance of apologies</b> Caitlin Hughes has sent apologies due to childcare, and Andrew Sudron was attending a training course in Sheffield. Both were accepted.	
FGB.60.22	<b>To remind Governors to declare any pecuniary or non-pecuniary interests</b> None.	
FGB.61.22	<b>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</b> The clerk reminded Governors of the need for confidentiality.	
FGB.62.22	<b>To declare the notification of any other business to be discussed later in the meeting</b>	



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	None.	
FGB.63.22	<p><b>To approve and sign the minutes of the meeting held on 20<sup>th</sup> January 2022</b> SMo signed these with approval from SP.</p>	
FGB.64.22	<p><b>To discuss any matters arising from the minutes</b></p> <ul style="list-style-type: none"> <li>• FGB.36.21: LE to check if there is an NYCC training programme. <b>Complete</b></li> <li>• FGB.39.21: Governor Visit forms to be completed following 'Assessment training' with AS – SP has done, SMO has sent to LE. LE to upload to SharePoint.</li> <li>• FGB.48.22: SIP – SP to contact all Governors regarding areas of responsibility. <b>Agenda item 65</b></li> <li>• FGB.49.22: Sixth Form Work Placement – AS/SE to take questions to AM from Governors. <b>Agenda Item 66</b></li> <li>• FGB.49.22: AS/SE will send documents on 'Career Stable School' to governors – AM is attending the meeting to update Governors on this area. <b>Complete.</b></li> <li>• FGB.51.22: Benchmarking: the report will be circulated to all governors for information. <b>Complete.</b></li> <li>• FGB.52.22: SEA Safeguarding report and AS monthly safeguarding report to be circulated. <b>Complete.</b></li> <li>• FGB.53.22: Absence Management Policy – SE to amend to reflect that it applies to teachers and ask HR if there is a right to appeal. SE advised that this policy does apply to teachers, and she has stated this on the front of the policy. SE also confirmed there is an appeals process, and this is detailed within the procedures document. SE asked if Governors require the procedures to be attached to the policies, but it was agreed that Governors just need to know that there maybe accompanying procedures to some policies. <b>Complete.</b></li> <li>• FGB.54.22: Governor Skills Audit – SE to find out the login details for 'The Key': SE confirmed that we are members and has arranged for LE to add Governors to the account. SE also advised Governors that the NGA has a wealth of information.</li> <li>• FGB.57.22: AOB – SE to circulate letter to parents regarding school closures for funerals. <b>Complete.</b></li> </ul> <p><b>Governor Question: Was there any reactions from parents regarding the school closures?</b> SE advised there was lots of support for the closures, with only one email from a parent who was not happy as they felt they were not putting the children first. SE contacted this parent to arrange to discuss their concerns but there has been no reply.</p>	Clerk
	<b>BUSINESS</b>	
FGB.65.22	<p><b>School Improvement Plan</b> SP has reviewed the SIP and noted that there are a lot of curriculum related items that are linked to the 'Quality of Education' element</p>	

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under the Ofsted Framework. JM is the link Governor for this element, and it was thought that as he is also the Chair of the F&R committee, and he is working on the buildings/premises plans with SE, this was a big ask of one Governor. SP is therefore reviewing this area. It was noted that the curriculum is new in the way it is constructed and assessed, and what school think they are delivering, may actually be different in reality.

Liz Marsden (School Educational Advisor) advised on her recent visit, how Governors can monitor the curriculum:

1. Governors need to monitor SE's & AS's monitoring along with the SIP, to see what has been done and how the plans are working. SE agreed to set dates for the summer term for SE to show governors work that has been done on monitoring the curriculum.
2. Governors need to triangulate by visiting school and talking to the SLT, probing as to whether staff feel that the curriculum is being delivered. Liz Marsden is visiting again on 31<sup>st</sup> March to carry out some classroom observations and support subject leaders with monitoring. SE invited Governors to attend on this date to speak with Liz about what was observed, to ensure they are on the right track. SE advised it is not about judging the teaching or staff performance.

*(The SIP discussion was paused - Andy Mullane joined the meeting to discuss item 66).*

During her visit, Liz met with the curriculum leaders and carried out some deep dives. Liz reported that the staff were well prepared; there was consistency amongst the subjects/staff; the curriculum came through, along with the staff's knowledge about their subject areas. Overall, Liz was very complimentary. The main development point to note was on assessment – curriculum leaders don't use data and this needs developing. SE is looking at release time in the new financial year to allow teachers to be out of class and this will be a new line in the school budget.

Overall, SE reported that this was a very positive visit.

Tracking/Pupil Progress: SE reported that AS is looking at an assessment package that another Special school uses, and he will do this by Easter.

Job Shares/Leadership Structure: SE is putting this together for September, but it has not yet been costed. This will go to the F&R meeting on 31<sup>st</sup> March. SE advised she is trying to ensure teaching job shares are covered by 2 teachers, not one teacher and one HLTA. However, this will impact the budget.

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	<p><u>Facilities</u>: Plans have gone back for review, and new plans are meant to be with SE this week. The Chair of NYCC visited the school last week and was surprised by the facilities that we have.</p> <p><b>Governor Question: looking at the leadership structures and the building structures, is this all in sync?</b>  <b>Yes – next year (2022/23) will be an interim year whilst building changes take place, but in September 2023 there will be a big change. SE has built this into the budget.</b></p> <p><b>Governor Question: regarding the points about the curriculum, how can we realistically review the changes to the curriculum, until we know how we are doing i.e., have some data on progress?</b>  SE advised that we have the data, it is the analysis that is needed, which is what a new package/system will do. There are other forms of monitoring to be done – quality of teaching, what is being taught, meeting pupil need.</p> <p><b>Governor Question: How do we know where the gaps are if we don't know how we are doing at the moment?</b>  SE is going into classrooms and SE/AS are looking at the data. We currently use BROMCOM, which looks at attendance/behaviour, but as we are not a mainstream school, we have to use our own systems. We also use Tapestry for classroom observations. AS is looking at 'Evidence for Learning' which can track EHCP outcomes, curriculum achievements and assessments, and progress in behaviour.</p> <p><b>Governor Question: How do you get data in a meaningful format?</b>  The EHCP's are linked to the curriculum and teachers plan from here.</p>	
FGB.66.22	<p><b>Sixth Form Work Placement requirements &amp; plans (postponed from January FGB)</b>  Governors welcomed Andy Mullane (Head of Sixth Form) to the meeting. AM had joined to update Governors on the progress so far on Sixth Form work placements, and the plans going forward.</p> <p>AM reported that there is now a job share for the Job Coach role, so this role is now covered full time, which is already proving to be a huge benefit. They have tightened up on safeguarding; registered with North Yorkshire Business and Education Partnership Ltd (NYBEP) who carry out all of the risk assessments; and are approaching larger organisations.</p> <p><b>Governor Question: Can you give some examples of the larger organisations?</b>  We are linked with Asda and the Co-op – these are the largest we have as they have a lot of stores/warehouses across the region. AM would also like to get into NYCC and the NHS, the NHS being a good place for mentoring and coaching, as well as job placements.</p>	

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	<p>There are now 16 students on external work placements – placements are found by looking at the students’ strengths and weaknesses, along with their areas of interest and the environments they would be working in. The placements are proving to be very beneficial for the students and their families.</p> <p>Gatsby Benchmark: AM explained that this covers 8 standards that are considered to ensure a Career Stable School, and it’s used to make a career action plan and embed it within school.</p> <p>Compass Plus: this is an evidence tool that shows what students are working on and their targets, and it also helps inform planning for the next term.</p> <p>Governor Question: Are the organisations that we are working with, mature enough in terms of employing students with differences? In some of the smaller organisations (charity shops, churches, foodbanks etc) the student tends to work with just one person, but we do need something more substantial in bigger organisations.</p> <p>Governor Question: Is there anything Governors can do to assist in setting up partnerships, creating opportunities? Is there opportunity for the Sixth Form curriculum to be adjusted in order to create the skillsets that employers are looking for? There is a careers fair in the summer so if Governors know of any organisation who would like to attend to let AM know. Also, if Governors have a skillset they can teach or talk about a certain sector, that would also be appreciated. The Sixth Form curriculum is tailored to be able to change to needs. There needs to be diversity of placements so the students can see the ‘reality’ of the workplace.</p> <p>Governor Question: What is the ambition for the number of placements within any one year? AM would like a further 20% on top of those who already have placements, but the challenge will be the staffing for September. Part of the Sixth Form curriculum is ‘travel’ but there is a lot of work to be done on safeguarding for this, as not all students can travel on their own. AM is aware of where we could improve, but this is all subject to resources.</p> <p>EL offered to meet with AM out of the meeting to see how he can help progress this and develop some strategic relationships.</p> <p>Governors thanked AM for attending and AM will send the information he has on this subject.</p>	EL
FGB.67.22	<p><b>Resources Committee Report</b> The F&amp;R Committee met on 17<sup>th</sup> February, and JM highlighted the following:</p>	

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	<ul style="list-style-type: none"> <li>• Capacity Report: In Primary, three applications were accepted, and one rejected based on curriculum need; in Secondary there has been one consultation, and this was rejected due to curriculum need; in Sixth Form 21 pupils were accepted for September (3 of which are internal), and 8 were rejected based on need and lack of academic pathway. Andy Mullane is working on an intake plan. This should result in an increase in revenue.</li> <li>• YH is modelling how September 2023 will look.</li> <li>• Caitlin Hughes is the H&amp;S Governor.</li> <li>• Budget: teaching costs are on budget; supply costs have increased due to Covid, and YH is looking at our insurance policies for staff absence.</li> <li>• Notice has been given for 80 The High Street.</li> <li>• Funding grants were explored.</li> <li>• Asset Register: YH is setting up a system with the Caretaker as we need to record all of our assets over £100.</li> <li>• Premises: SE &amp; JM have met with NYCC and plans have been drawn up for a campus style school.</li> <li>• School Fund: There is almost £20k in this fund which needs to be spent. SE asked if a Governor could attend the next meeting (23<sup>rd</sup> March).</li> <li>• H&amp;S Walkaround: there were no high priority items, and a lot of the minor ones have already been addressed. There is a quote for the ramp outside the Rebound Centre for £20/30K, so SE is gathering further quotes.</li> <li>• A number of policies were signed off.</li> </ul>	
FGB.68.22	<p><b>Safeguarding</b></p> <p>SMo presented the Safeguarding report from the SEA visit at the last FGB, and noted the key actions:</p> <ul style="list-style-type: none"> <li>• Safeguarding is now a standing item on the agenda.</li> <li>• Statutory policies are being reviewed and these are included in the new policy review Schedule AP is developing.</li> <li>• There is an SCR health check on 11<sup>th</sup> March. SE has reviewed the SCR prior to the visit and has not flagged any concerns.</li> </ul>	
FGB.69.22	<p><b>Policies Framework</b></p> <p>AP has done a piece of work on policies and has noted the following:</p> <ol style="list-style-type: none"> <li>1. Statutory Policies – there are some of these that we don't have which need to be addressed.</li> <li>2. There are 122 policies on the internal website - there is a lot of duplication, some are out of date, and some are not required.</li> <li>3. AP has produced a review schedule to show which policies are needed, who needs to review/approve, and the frequency of review.</li> <li>4. There are some policies that must be reviewed by the FGB annually.</li> </ol>	

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	<p>With this in mind, AP suggested the following categories to help with scheduling reviews:</p> <p>A – these policies have to be reviewed annually by the FGB (8).          B – these policies can be reviewed by the HT annually and by the FGB tri-annually (12).</p> <p>This would mean that the FGB would, on average, need to review four each year. With the eight under A, this means the FGB would review twelve policies each year, which can be spread out over the year.</p> <p>C - reviewed annually by the category leader and by the HT tri-annually (approx. 70).          D - reviewed by one governor annually (4). These are important policies but ones where statutory requirements permit this - they are Staff Wellbeing, Mental Health &amp; Wellbeing, Capability and Assessment.          E - reviewed annually by the HT and by one governor tri-annually (10).</p> <p>AP hopes that this exercise will reduce the number of policies the school needs to approx. 40/50.</p> <p>AP had circulated a proposed timetable for reviewing policies over the next 3 years. SE advised that one of the Admin team with a background in policies has agreed to take the lead and will assist with the review scheduling.</p> <p>It was agreed that the three policies for the next F&amp;R meeting will be Admissions, Staff Disciplinary and SEN, and for the next FGB, Curriculum Overview and Careers. LE to put on agenda.</p> <p>Governors thanked AP for his work on this.</p>	Clerk
FGB.70.22	<p><b>Governor Training update</b></p> <p><u>Feedback from training undertaken since the last meeting:</u> SMO has completed the 'Managing Allegations Against Staff' training. A few Governors attended the GSIN meeting on 24<sup>th</sup> January. SMO has also completed the 'Safer Recruitment' training.</p> <p><u>Recruitment:</u> There is an advert out for a teacher to cover maternity leave for one year, and there may be further posts once SE has the staffing structure approved for September. SE &amp; SMO are interviewing 8 people for the maternity cover, and it is a very strong field. SE is hoping there may be some potential candidates for later in the year when there will be further recruitment.</p> <p><u>Governor Vacancies:</u> there is currently one parent and one co-opted vacancy. There has been an advert out for the parent vacancy but</p>	

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	there wasn't any interest. Governors are all looking for a potential co-opted governor. The skills/knowledge areas that are missing are around education, law and IT/technical.	
FGB.71.22	<p><b>Governor visits update</b></p> <p>JM is visiting on 31<sup>st</sup> March to meet with Liz Marsden. SMO &amp; SMC would also like to visit so SE will formulate a plan for the day.</p> <p>AP is happy to attend the School Council meeting on 21<sup>st</sup> March and SE will inform Tina.</p> <p>AP is also planning on visiting Melissa and Andrew.</p> <p>SMO is visiting the Pupil Consultation event on Health and Wellbeing on 6<sup>th</sup> April.</p>	Head
FGB.72.22	<p><b>Governor Appointment</b></p> <p>SP was re-appointed as Co-opted Governor for a further term.</p>	
FGB.73.22	<p><b>Notification of School Residentials</b></p> <p>SE advised there are two school residentials scheduled:</p> <ol style="list-style-type: none"> <li>1. This is for secondary pupils, visiting Nell Bank (Ilkley) on 4<sup>th</sup> – 6<sup>th</sup> April. Five pupils have been invited to attend. The overall costs are £1210, and we are charging £200 per pupil. There are some children who aren't participating due to the cost.  <p style="color: green;">Governor Question: Could the School Fund subsidise these pupils, or are any of them on Pupil Premium?</p> <p style="color: green;">SE will make an application for the School Fund and will check if any are on Pupil Premium.</p> </li> <li>2. This is for the Sixth Form, visiting East Barmby on 8<sup>th</sup> - 10<sup>th</sup> June. Twelve pupils have been invited to attend (Y14's). The overall costs are £4270, and we are charging £300 per pupil. The Sixth form have some income streams so there will be £670 to subsidise the costs. SE doesn't have number confirmed yet.  <p style="color: green;">Governor Question: Can we consider Pupil Premium and the School Fund for this trip?</p> <p style="color: green;">Pupil Premium is only for children up to 16.</p> </li> </ol>	Head
FGB.74.22	<p><b>AOB</b></p> <p>None.</p>	
FGB.75.22	<p><b>Items for discussion at the next meeting</b></p> <p>Policies as above.</p> <p>Governor Health Check.</p>	
	<b>Date of next meeting</b>	





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	<ul style="list-style-type: none"><li>• Finance &amp; Resources – 31<sup>st</sup> March 2022: SMO will attend this meeting as SP is on holiday.</li><li>• FGB – 26<sup>th</sup> May 2022: This may be moved to 19<sup>th</sup> May. LE to email Governors.</li></ul>	Clerk
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