



# Governor Meeting

Reason for Meeting FGB Meeting	Start: 18/11/2021 16:15:00	End: 18/11/2021 18:15:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Gemma Cardwell, Shelagh Morris, Andrew Palmer, Andrew Sudron, James Mottram, 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**

## **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**

## **Agenda**

<b>Item</b>	<b>Description</b>	<b>Led by</b>
	<b>PROCEDURAL</b>	
FGB.22.21	Welcome	Chair
FGB.23.21	To receive apologies and record the acceptance of apologies	Clerk
FGB.24.21	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.25.21	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.26.21	To declare the notification of any other business to be discussed later in the meeting	Clerk
FGB.27.21	To approve and sign the minutes of the meeting held on 30 <sup>th</sup> September 2021	Clerk

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FGB.28.21	<p>To discuss any matters arising from the minutes</p> <ul style="list-style-type: none"> <li>• FGB.4/5/6.21: Clerk to circulate annual forms. <b>Completed</b></li> <li>• FGB.12.21: The Deputy HT to check advice on governor visits to school and arrange for governors to visit to review anonymised data. <b>Completed</b></li> <li>• FGB.12.21: Clerk to send Calendar invites. <b>Completed</b></li> <li>• FGB.15.21: To receive an overview of attendance and behaviour – C/F from September FGB – to go on January FGB.</li> <li>• FGB.17.21: Pay Policy – HT to circulate pay scales and increments to Governors. <b>Completed</b></li> <li>• FGB.17.21: CP Policy – Deputy HT to tailor policy to the school.</li> <li>• FGB.17.21: KCSIE – LE to send to JM, AS to circulate video of summary. <b>Completed</b></li> <li>• FGB.21.21: Code of Conduct – HT/Deputy HT to include a section on low level concerns.</li> <li>• FGB.18.21: Chair to address vacancies on Committees.</li> <li>• FGB.18.21: Chair to appoint a Safeguarding Governor. <b>Completed</b></li> <li>• FGB.20.21: Chair to send JM information regarding Sixth Form Supported Internships. <b>Completed</b></li> </ul>	<p>Clerk</p> <p>Deputy H/T</p> <p>Deputy H/T &amp; HT Chair</p>
	<b>BUSINESS</b>	
FGB.29.21	School Improvement Plan	Head
FGB.30.21	Quality of Teaching	Head
FGB.31.21	<p>Safeguarding</p> <ul style="list-style-type: none"> <li>• Termly report, Action plan review and evaluation of Safeguarding</li> </ul>	Head
FGB.32.21	Resources Committee Report	Chair of Resources
FGB.33.21	<p>Staffing</p> <ul style="list-style-type: none"> <li>• To consider requests</li> </ul>	Head
FGB.34.21	<p>Policies for Review</p> <ul style="list-style-type: none"> <li>• Relationships, RSE &amp; HE Policy</li> <li>• Managing Allegations Against Staff</li> </ul>	Head
FGB.35.21	Skills Audit	Chair
FGB.36.21	Governor Training & Recruitment	All
FGB.37.21	Update on Governor Vacancies	Chair
FGB.38.21	Governor Key roles	Chair



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FGB.39.21	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.40.21	AOB	
	<b>Date of next meeting</b> <ul style="list-style-type: none"><li>• Resources: 9<sup>th</sup> December 2021</li><li>• FGB: 20<sup>th</sup> January 2022</li></ul>	



# Governor Meeting

## Minutes

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Shelagh Morris, Andrew Palmer, Andrew Sudron, James Mottram

## Item

	<b>PROCEDURAL</b>	<b>Action</b>
FGB.22.21	<b>Welcome</b>	
FGB.23.21	<b>To receive apologies and record the acceptance of apologies</b> Caitlin Hughes and Gemma Cardwell sent apologies, and these were accepted. Andrew Palmer was attending the meeting via TEAMS.	
FGB.24.21	<b>To remind Governors to declare any pecuniary or non-pecuniary interests</b> None declared.	
FGB.25.21	<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.26.21	<b>To declare the notification of any other business to be discussed later in the meeting</b> There were two items to be discussed (SP & JM).	
FGB.27.21	<b>To approve and sign the minutes of the meeting held on 30<sup>th</sup> September 2021</b> These were agreed and the Chair signed the minutes.	
FGB.28.21	<b>To discuss any matters arising from the minutes</b> To discuss any matters arising from the minutes <ul style="list-style-type: none"> <li>• FGB.4/5/6.21: Clerk to circulate annual forms. <b>Completed</b></li> <li>• FGB.12.21: The Deputy HT to check advice on governor visits to school and arrange for governors to visit to review anonymised data – this was done on 15<sup>th</sup> November. <b>Completed</b></li> <li>• FGB.12.21: Clerk to send Calendar invites. <b>Completed</b></li> <li>• FGB.15.21: To receive an overview of attendance and behaviour – C/F from September FGB – to go on January FGB.</li> <li>• FGB.17.21: Pay Policy – HT to circulate pay scales and increments to Governors. <b>Completed</b></li> <li>• FGB.17.21: CP Policy – Deputy HT to tailor policy to the school: this will be covered under the Safeguarding item. <b>Completed.</b></li> </ul>	<b>Clerk</b>

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	<ul style="list-style-type: none"> <li>• FGB.17.21: KCSIE – LE to send to JM, AS to circulate video of summary. <b>Completed</b></li> <li>• FGB.21.21: Code of Conduct – HT/Deputy HT to include a section on low level concerns: this has been sent to staff and they have also been briefed verbally. <b>Completed.</b></li> <li>• FGB.18.21: Chair to address vacancies on Committees – JM agreed to be part of the Staff Discipline panel and the Pupil Discipline panel. It was noted that the Staff Discipline Appeals panel cannot be confirmed at this time, but the other panels have named Governors for transparency purposes. If a Governor is not available for the panel this will be declared, and a substitute will be sought. <b>Completed.</b></li> <li>• FGB.18.21: Chair to appoint a Safeguarding Governor – this is Shelagh Morris. <b>Completed</b></li> <li>• FGB.20.21: Chair to send JM information regarding Sixth Form Supported Internships – JM has contacted some local businesses on this matter. <b>Completed</b></li> </ul>	
<b>BUSINESS</b>		
FGB.29.21	<p><b>School Improvement Plan</b></p> <p>This had been circulated prior to the meeting. SE explained that it was an initial draft based on the priorities of the school but there is a deadline of 9<sup>th</sup> December to have it further developed and SE is working with the curriculum leaders on this.</p> <p>SE &amp; SP had an Autumn Planning meeting with the SEA and have identified there is a lot of work to do on the sections of the Ofsted Framework. Following this meeting, SP is recommending there is a link governor for each of the 6 areas of the Ofsted Framework. Link governors will be required to liase with SE on their allocated area and be involved in the development of the SIP. SP proposed the following links:</p> <ul style="list-style-type: none"> <li>○ Leadership &amp; Management: Andrew Palmer</li> <li>○ Quality of Education: James Mottram</li> <li>○ Behaviour &amp; Attitudes: Gemma Cardwell</li> <li>○ Personal Development: Shelagh Morris</li> <li>○ Sixth Form: Sean Pond</li> <li>○ EYFS: ?????</li> </ul> <p>It was noted that some of the areas will overlap but this is a collaborative effort so governors can input to other areas.</p>	
FGB.30.21	<p><b>Quality of Teaching</b></p> <p>This had been removed from the agenda.</p>	
FGB.31.21	<p><b>Safeguarding</b></p> <p><u>Termly Safeguarding report to governors</u>: this was circulated prior to the meeting, and AS talked governors through the main points.</p>	

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<p>It was noted that the names of Governors who have been trained in Safer Recruitment needs updating and SM/AP will send AS the dates they completed their training.</p> <p>Governor Monitoring – school are still reeling from the effects of COVID, so visits have been limited. A new Safeguarding Governor has been appointed (SM) and she has already had a meeting with AS this term and the next visit is booked in. SM will meet with AS once a half term.</p> <p>Safeguarding concerns: there had been 24 concerns raised by staff in the last term (Summer) and AS had detailed the outcomes as follows:</p> <ul style="list-style-type: none"> <li>• 1 being monitored by school/class team.</li> <li>• 12 addressed through discussion with parents.</li> <li>• 11 addressed by existing social care support.</li> <li>• 0 referrals made (Social Care Services/LADO)</li> </ul> <p>Any action taken is consent based and it is done in a supportive and developmental way with the family.</p> <p>AS reported that the numbers are consistent - they were low in the Spring due to lockdown, but the figures will be closely monitored.</p> <p><b>Governor Question: Can you include the previous years figures in the report for comparison?</b> AS will look into this for future reports.</p> <p><b>Governor Question: of the 24 concerns raised in the summer, are you confident that they were all raised in a timely manner?</b> Yes – there are no concerns with timeframes. If staff have any serious concerns, they will raise with AS/SE immediately.</p> <p>To summarise, AS reported that all staff are trained in Safeguarding, training is updated regularly, and school is reflecting on the Safeguarding Audit and developing an action plan. There is also a module on BromCom for Safeguarding which AS is investigating.</p> <p><b>Safeguarding Audit Action Plan:</b> The audit was done in March 2021 and is bi-annual. AS has highlighted the areas that need developing – the green areas are those in progress, and the orange areas link to policies which AS is reviewing.</p> <p><b>Governor Question: If there was a scenario where you had to keep students in the schools ('In-vacuation'), is there anything in place for anyone who is on a school trip, or in the local community?</b> A decision would need to be taken as to what is the best course of action at that time. This needs to be made on what is the safest course of action for the children. There is a system in place – any staff on a trip will have a link to someone in school.</p>	<p><b>SM/AP</b></p>
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	<p><b>Governor Question: Do we have 'In-vacuation' drills?</b>          Yes – the children know there are different sounds for different scenarios.</p> <p><u>Inspection Coach</u>: AS advised Governors that school was now using a new self-evaluation tool called 'Inspection Coach.' It is based on the current Ofsted Inspection Framework, and it evaluates your school against the criteria using information you input to the system. The tool has evaluated our safeguarding as 'outstanding.' AS will arrange for SM to have access as Safeguarding Governor as it will be a useful base for monitoring.</p>	
FGB.32.21	<p><b>Resources Committee Report</b></p> <p>There is an in-year deficit of £27k and this is mainly due to an overspend on Agency staff due to Covid. Banding discussions are underway and the Band 10 was a success, but SE cannot give clarity on any figures as there are issues contacting the relevant person at NYCC. YH is chasing this.</p> <p>There is a capital deficit of £53k but YH is developing a plan to recover this.</p> <p>Maintenance – we budgeted for £30k and have so far spent £20k. The main risk here is the Pool Plant room which requires a lot of maintenance. YH is investigating what needs doing and if any of the maintenance falls under MASS. If not, YH will look at costs.</p> <p>Staff assessment – SE reported that clear targets are set, and they are linked to the SIP. SE is looking at spreading the responsibility for Performance Reviews to include the Heads of Department. SE has already spoken to the SLT about broadening their experiences, and one of them will be mentoring the new EY co-ordinator who has joined the school. However, SE advised that if Staff have to performance manage, they will need to be allocated a TLR1, so SE will have to take this to the F&amp;R Committee. LE to put on Agenda for F&amp;R meeting.</p>	<b>Clerk</b>
FGB.33.21	<p><b>Staffing</b></p> <p>SE had circulated a paper regarding 3 additional staffing requests. All 3 posts are in addition to the current structure, but some of them would be covered by additional funding. There were also 3 vacant posts within the budget which equates to circa. £46k.</p> <p>SE explained that posts 1 (1:1 HLTA) and 2 (ATA) will be funded so there is no impact on the budget. They are based on assessment of need and need to be in place for January.</p> <p><b>Governor Question: does the appointment of these two posts do anything to the £27k deficit?</b>          No, we will get funding so they will have a neutral affect. Post 1 is pupil specific so it could also be time limited depending on how long the student remains in the school.</p>	

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	<p><b>Governors agreed to adding in post 1 and 2 to the structure.</b></p> <p>Post 3 (PSA): we have had 20 hours for a PSA role vacant for almost a year. 7.5 hour of this role were absorbed into Primary as there was a need there, but we now need these 20 hours filling. This has arisen due to the complex medical needs of a child. When they start in September it is not always clear what their exact needs are so additional support is often required.</p> <p><b>Governor Question: If we recruit to the 20 hours does this add to the deficit?</b> Yes, by £3872.</p> <p><b>Governor Question: what are the consequences of not doing this?</b> There could be a change in the level of care as staffing ratios will change.</p> <p>Governors agreed that they have a duty of care to the children and not agreeing to this post would be detrimental.</p> <p><b>Governors agreed to adding this post into the structure, acknowledging it would increase the deficit.</b></p> <p><b>Governor Question: Where are we with the 3 vacant posts?</b></p> <ul style="list-style-type: none"> <li>• ATA – SE is confident we will appoint in January.</li> <li>• Caretaker – the current caretaker is only doing mornings. YH is managing this vacancy though it is on pause for the moment, but we are coping.</li> <li>• Admin – YH doesn't have the support she needs. SE &amp; YH are reviewing this and will advertise and appoint as soon as possible.</li> </ul> <p>SE pointed out that we have made savings within the year because of the vacancies.</p> <p><b>Governor Question: what will be our position in September 2022 if all of the posts are filled?</b> SE does the staffing structure each year based on need and there are not many fluctuations for next September. The long-term posts that we need are already in the structure.</p>	
FGB.34.21	<p><b>Policies for Review</b></p> <ul style="list-style-type: none"> <li>• Relationships, RSE &amp; HE Policy: We have to consult with parents on this policy. The policy hasn't changed but we are just articulating the curriculum within the policy.</li> </ul> <p><b>Governor Question: How will you manage the consultation process with parents?</b> We are holding a workshop/meeting. AP agreed to attend the workshop if he is available.</p> <p>Governors approved the policy and agreed to review/amend if anything comes out of the consultation with parents.</p>	

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	<ul style="list-style-type: none"> <li>Managing Allegations Against Staff: Governors approved this policy and SE will change it to 'policy' instead of 'guidance.'</li> </ul>	
FGB.35.21	<p><b>Skills Audit</b> SP thanked Governors for completing this and LE will circulate the completed dashboard.</p>	<b>Clerk</b>
FGB.36.21	<p><b>Governor Training &amp; Recruitment</b></p> <ul style="list-style-type: none"> <li>NYCC training: Governors asked LE to check if there was an NYCC training programme.</li> <li>Governor School Improvement Meeting: this is going to be held on 2<sup>nd</sup> December – if Governors want to join, they need to register via the usual process (<i>Post meeting note – this has been postponed to 24<sup>th</sup> January 2022</i>).</li> <li>Safeguarding training: AS is delivering this to all new staff and is open to any Governor who has not yet completed it.</li> </ul>	<b>Clerk</b>
FGB.37.21	<p><b>Update on Governor Vacancies</b> SE &amp; SP met with two prospective governors but have not appointed either.</p> <p>We currently have vacancies for one co-opted governor, one parent governor and the LA Governor. SE &amp; SP are meeting with a prospective parent governor tomorrow, and SP is looking into transferring into the role of LA Governor, making another vacancy for a Co-opted Governor, hopefully making recruitment easier. <i>Post meeting note – Si McInerney has been appointed into the role of parent governor.</i></p>	
FGB.38.21	<p><b>Governor Key roles</b> Covered in matters arising.</p>	
FGB.39.21	<p><b>Governor visits update</b> JM, SP, GC &amp; SM attended the assessment meeting on 15<sup>th</sup> November with AS – Governors reported this was very useful and all to complete a visit form.</p> <p>SE asked Governors how this will help, and how it contributes to their views on Leadership and Management? Governors stated that it has cleared some of the 'fog' around data and it is useful to see assessment tailored to each child. There are also clear links to the strategic objectives, SIP and EHCP's. Tapestry helps leaders immediately pick up on any issues. It also demonstrates that school leaders have a good sense of the student population, and the staff team are engaged and are implementing effectively.</p>	<b>JM/SP/ GC /SM</b>



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	Safeguarding Visit (17/11/21): SM looked at the audit and plan with AS. Another visit is planned for this term and in January before the next FGB.	
FGB.40.21	<b>AOB</b> <ul style="list-style-type: none"><li>• JM advised that he is sending a letter to Will Quince (MP in charge of SEN) but he will need SE &amp; SP input.</li><li>• SP advised that he will be stepping down as Chair at the end of this academic year. He will remain a Governor but wanted to give notice to enable succession planning. SE gave huge thanks to SP for the impact he has had as Chair.</li></ul>	
	<b>Date of next meeting</b> <ul style="list-style-type: none"><li>• Resources: 9<sup>th</sup> December 2021</li><li>• FGB: 20<sup>th</sup> January 2022</li></ul>	

There being no further business the meeting finished at:- 18.10hrs

Signed:

X

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Name  
Governor

**Attachments for meeting below:**