



Governor Meeting

Reason for Meeting FGB Meeting	Start: 23/02/2023 16:15:00	End: 23/02/2023 18:15:00
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Governing Body:

Sarah Edwards	Headteacher
Shelagh Morris	Co-opted Governor (Chair)
Caroline Smale	Co-opted Governor (Vice Chair)
Sean Pond	Co-opted Governor
Andrew Palmer	Co-opted Governor
Andrew Sudron	Associate Member
Edward Lyons	Local Authority Governor
James Mottram	Co-opted Governor
Si McInerney	Parent Governor
Peter Hawthorn-Smith	Parent Governor
Emma Gibson	Staff Governor

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

At Springwater School...

- We will offer a vacant placement to a SEND child and/or young person whose special educational needs are life long, severe and complex and support them and their family during their learning journey.
- Pupils will achieve their potential, developing their engagement with their world and their voice as they prepare for adulthood.
- We will continue to value the skills and well-being of our staff and invest in their career development.
- We will plan and develop a sustainable future.

Minutes

Item	Description	ACTION
	PROCEDURAL	
FGB.64.23	Welcome SMo welcomed everyone to the meeting.	
FGB.65.23	To receive apologies and record the acceptance of apologies Apologies were received from AP, and these were accepted.	



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FGB.66.23	<p>To remind Governors to declare any pecuniary or non-pecuniary interests None declared.</p>	
FGB.67.23	<p>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 The clerk reminded Governors of the need for confidentiality.</p>	
FGB.68.23	<p>To declare the notification of any other business to be discussed later in the meeting Update on the Building development (SMo) Discuss email sent by LE re governing body updates (SMo)</p>	
FGB.69.23	<p>To approve and sign the minutes of the meeting held on 19th January 2023 (inc. Confidential Minutes) PHS belated apologies were noted for the meeting. Due to technical issues, PHS did not receive the meeting invite. These were accepted. These were approved and signed by SMo.</p>	
FGB.70.23	<p>To discuss any matters arising from the minutes</p> <ul style="list-style-type: none"> • FGB.31.22: SE to circulate SIP following the strategic planning meeting being held on 20th January: this was completed today so SMo can finish the work. • FGB.32.22: Strategic Objectives – SMo to circulate document for comments after meeting on 20th January: these were circulated prior to the meeting. Complete. Comments were as follows: <p><u>Objective 1, paragraph c</u>: the timeframe linked to the expansion of the school, read like it was a 'done deal.' It was agreed this wording needs to be altered to reflect that the expansion is not a foregone conclusion, and that the objective reflects the wide views amongst the governing board.</p> <p><u>Objective 3</u>: there is no actual timeframe for the staff engagement group, it just states the 'summer term.' There needs to be more clarity on dates/timeframe.</p> <p>It was agreed this was a very useful and clear document.</p> <ul style="list-style-type: none"> • FGB.33.22: Pupil Progress and Assessment – On Agenda. • FGB.36.22: Pay Policy – went to F&R Committee. Complete. • FGB.36.22: Policies - Communication Policy - On Agenda. Recruitment Policy On Agenda. 	<p style="text-align: right;">SMo</p> <p style="text-align: right;">SMo</p> <p style="text-align: right;">SMo/SE</p>

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	<ul style="list-style-type: none"> • FGB.55.23: Resources - SE to check with Yvonne and the Bursar to see if revised figures (to include the 3.6% increase in funding) are available for F&R Committee. Complete. • FGB.55.23: SMO to circulate revised list of committees and panels: This was circulated with papers and SMO thanked governors for their agreement to panels/committees. Complete. • FGB.56.23: Safeguarding Audit – On Agenda. • FGB.60.23: Training Log – Clerk to create. Not yet started but ongoing with Clerk. Going forward, all governors to send completed training/certificates to LE. Complete. • FGB.62.23: Academisation - AP to draw up criteria/questions for discussion at the next meeting & SMC to share information from previous experience of academisation. On Agenda 	
BUSINESS		
FGB.71.23	<p>Headteachers Report This was circulated prior to the meeting and was a summary of the Autumn Term. The following was highlighted:</p> <p><u>Training/Staffing:</u> new staff have received induction training, along with complex medical training which new staff need. 2 new ECT's started, and they are receiving intensive support and training. We are holding some posts as we cannot appoint; a Fixed Term Contract ended in December; a HLTA retired in December, and this was filled internally.</p> <p>Governor question: What is the 'High Quality Teaching Series?' SE is delivering on Quality First Teaching to refresh staff, and this is being developed across the staff meeting programme. SE has gone back to the foundations of what it is like to teach in a Special School.</p> <p>Governor question: When were the parents' evenings? We have 2 per term – most are done in person but some will take place over the phone or virtually.</p> <p>Governor question: Do you need governor engagement with parent evenings? It would be good to have governors present in the hall to be available to talk to parents. SE will circulate dates for the next sessions.</p> <p><u>Interventions:</u> SE advised that not every child has interventions. They are delivered by the Wellbeing Assistant and the Senior Mental Health lead, under the Thrive approach.</p> <p><u>Class statistics and Admissions:</u> numbers detailed in the HT report but it was noted that at the end of December 2022, Primary had increased to 34 children from 23 (at the end of the summer term); Secondary</p>	SE

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	<p>had increased from 24 up to 25; and Sixth Form had increased from 46 to 50.</p> <p>Governor question: Are you comfortable with the Pupil to Staff ratios? SE advised that staffing is done with intention and we have a staff plan that works on paper. Some classes are understaffed but there are issues with recruiting (notably GTA's) and it is still difficult to get Supply Staff. This is very difficult for the HR manager. The reality is that staffing is stretched, and it impacts on training, wellbeing etc. Pre-Covid we used to have 'floating' supply staff but the budget does not allow for this anymore.</p> <p>It was suggested that SE RAG rates staffing issues each term so governors can see where the pressure points are. SE will include this in the HT report.</p> <p><u>Consultations:</u> Numbers are detailed in the HT report. JM advised he attended an Admissions meeting and report that it was very poorly supported by NYCC.</p> <p>Governor question: has this been raised with NYCC? Yes – it has been raised with the Head of SEND.</p> <p>SE reported that as of today, 5 internal transfers have been agreed from Forest, but NYCC are yet to confirm the funding. SE and the Headteacher of Forest have jointly written to the Head of SEND regarding the funding, and the time it is taking for funding to be received. It was agreed that we should not take these children until funding has been confirmed.</p> <p>Governor question: How do numbers compare to previous years? It is slightly lower, but SE is not worried. SE's main concern is the funding. We have been directed to take a Sixth Former this term who has moved into the area.</p> <p>SMo & JM will add this issue to the letter they are sending to NYCC.</p> <p>Governor question: What is the process for funding for pupils? There is an annual EHCP meeting, and we can put in an interim meeting if necessary. We have a banding spreadsheet which includes all of the banding descriptors, and we look at this with the parents and any professionals involved, to decide which banding we think is appropriate. The School Business Manager (YH) is regularly chasing extra funding that pupils should be receiving, and this is very time consuming for her.</p> <p><u>Update on impact of Strike action by teachers on 1st February:</u> SE had circulated information prior to the meeting. SE explained she tried to balance decision making in terms of safety, DfE advice, staff rights, safeguarding etc. Classes that were open were covered by staff</p>	SE
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	<p>internally; the Sports Coach came in and this was in line with DfE guidance. There is a requirement for us to provide a Free School Meal to anyone who is entitled to one, so a packed lunch was provided to these children and sent home the night before. SE also liaised with transport so they were not collecting children who were not in school; SE cancelled all appointments for that day (3 EHCP reviews).</p> <p>Further action is planned for 28th February. SE advised this is a different day of the week, so different staff are affected. If a HLTA normally teaches on that day, then they will still teach. SE intends to use any TA's who are in work to carry out jobs around the school (general tidying etc).</p> <p>Governor question: Will teachers let you know prior to the day if they intend to strike? Staff do not have to inform SE. SE has spoken to the Trade union representative and they have given SE the number of staff not attending school on the 28th February but hasn't identified individuals, but SE is presuming that it will be the same people striking as last time.</p> <p>Governor question: What has been the parents' reaction? Only a minority have spoken to SE about it. It is an inconvenience but striking is intended to be disruptive. Some families will find it difficult, but everyone is aware of the future strike dates so parents/carers can plan accordingly. SE has tried to be accommodating but can only have a certain number of children in school for Health and Safety reasons.</p> <p>PHS commended the work SE had done to address the strike action and the information given to parents. It was well managed by the school and PHS advised that parents felt supported.</p> <p>Governor question: Where any staff not in who weren't striking but whose own children were off school? No – SE had informed staff that if they were not in the NEU then they were expected to be in school, so needed to plan for this.</p> <p>It was noted that one of the objectives of the industrial action, is for any pay rises to be fully funded and Governors are fully supportive of this.</p> <p>Governor question: Can governors do anything to help next time? There will be a picket line next time and SE needs to consider how this will look/feel. Days 3 & 4 are consecutive days (15th & 16th March) so this could also be different to what we have experienced.</p> <p>It was noted that governors need to check on SE's wellbeing during this period.</p>	
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FGB.72.23	<p>School Improvement Plan (SIP) Carry forward to next FGB but any comments to be emailed to SE.</p>	ALL/ Clerk
FGB.73.23	<p>Pupil Progress & Assessment AS shared the document at the meeting which showed the progress pupils are making. AS advised that once there are 3 terms worth of data it will be easier to make comparisons and look at what progress is being made.</p> <p>The data is organised into the four areas of EHCP's and it was noted there is real strength in Cognition and Learning. The area for development is in Sensory and Physical, but this is an improving picture.</p> <p><i>Governor question: What has been done to improve the areas? We have had conversations with teachers before the EHCP meetings and also spoken to parents. We ensure that the objectives are SMART and achievable. We also share information with curriculum leaders.</i></p> <p>SE advised there has been some impact via the High Quality Teaching programme. SE has put in a programme to develop training in Sensory which is due to start in April using the Pupil Premium funding.</p> <p>CS stated that governors need to have termly data in order to be assured that pupils are making progress towards their medium term goals. An annual set of data makes it difficult for governors to see progress in the medium term. CS offered to meet with AS to review this. AS advised that they are in the process of looking at progress and it has been trialled for a couple of terms, but it would be useful to look at termly data. However, working with the assessment systems that we have makes it difficult to analyse data. The main objective is to highlight areas where we need to improve, but also where we can celebrate success.</p> <p><i>Governor question: Is there any external benchmarking that can be done? We used to use a system called 'CASPA' but this no longer exists, so schools have to use their own assessment systems. All schools are doing it differently so it is difficult to get a benchmark. We also used to moderate with other schools, but this doesn't happen anymore.</i></p>	
FGB.74.23	<p>Policies</p> <ul style="list-style-type: none"> • Communication Policy: There was an outstanding issue regarding 'What's App' – SE has checked this and has not made any changes. CS advised that she was uncomfortable with the policy as she felt it had been 'lifted' from an Academy school. CS has sent SE some emails about this so SE will check the emails and policy and will resubmit to the next FGB. • Recruitment Policy: Approved 	SE/ Clerk

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	<ul style="list-style-type: none"> • Appeals & Hearings Procedures: Approved • Staff Disciplinary Policy – it was noted that this policy refers to guidance. This will be uploaded to the website alongside the policy. Approved (subject to one amendment below) <p style="color: blue;">Governor question: Why are letters responded to within 10 days but emails in 7 days?</p> <p style="color: blue;">Likely to do with postage/admin. SE will amend the wording to say “written/dated” within 7 days.</p>	
FGB.75.23	<p>Resources</p> <p><u>Update from Resources committee held 8th February:</u> JM highlighted the following:</p> <ul style="list-style-type: none"> • SRMA is meeting with SE & YH tomorrow. • Monitoring report up to the end of December was forecasting a deficit of £228k. • YH is chasing £33k of top up funding and there are still errors with funding – we are receiving money for children who are not here. PHS raised a concern around Data Protection because medical information is an enhanced level of sensitive data. SMO and JM will include this in their letter to NYCC. • It is unclear if Band 10 has received an inflationary increase. • We have received £18k for energy grants, but this can be used on other capital projects if it cannot be spent on energy efficiency. • Base contingency funding hasn’t been received. SMO & JM are writing a letter to NYCC and will copy in Chairs of other Special Schools governing board, along with other recipients who need to be aware of the issues. SE advised there will be a new Assistant Director for Inclusion in March, and the Head of SEND is also leaving, so it is important that we make the relevant people aware of our issues. • School insurance is renewed via the DfE at £7 per pupil. • There was some recent storm damage in half term where a roof came off a building – a loss adjustor is coming tomorrow but it will be circa. £15k. <p style="color: blue;">Governor question: Was there any operational impact following this? We cordoned off the area and one exit is unusable. There was no impact on Teaching and Learning. BT came out very quickly.</p> <ul style="list-style-type: none"> • We have been without a H&S Advisor for 4 months due to sickness but we have now been appointed a new advisor. They have identified various issues which are all easily rectified. • We need to appoint a link Governor for Health & Safety – EG agreed to do this. • School Fund stands at £24k and bids are being submitted by the end of the month. <p><u>Development Project/expansion:</u> SE advised that this has been approved, and Martin Surtees and Chris Reynolds were meeting with</p>	



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FGB.79.23	<p>Governor Training update</p> <p><u>Feedback from training undertaken since the last meeting:</u> PHS & SMC have attended the 'Attention Autism' training (23rd February).</p>	
FGB.80.23	<p>Governor visits update</p> <p><u>Feedback from visits undertaken since the last meeting:</u></p> <ul style="list-style-type: none"> • SMO has attended interviews. • SMO checked the SCR last half term. SMO noted her thanks to Heather Newton (HR Manager) who has transferred the manual SCR register to an electronic register, which has made the SCR much easier to navigate. • CS interviewed for the Head of Primary (Job Share) on 2nd February. <p><u>Future visits:</u> SE advised there is the 'Moving on Fair' on 10th March and it would be useful if governors could attend to give an insight to this area. It would also be useful to have feedback from governors following this.</p>	
FGB.81.23	<p>AOB</p> <p><u>Update on the Building development:</u> covered under item 75.</p> <p><u>Discuss email sent by LE re governing body updates:</u> Following the email LE had sent before half term with various updates, SMO advised she will produce a Chair report at the first meeting of each term, reporting on what the Chair has done the previous term. LE will put on agendas.</p>	Clerk
	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Resources: Thursday 23rd March 2023 @ 4.15pm • FGB: Thursday 18th May 2023 @ 4.15pm 	

Meeting closed at 18.25hrs

Signed:



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Name
Governor