



Governor Meeting

Reason for Meeting FGB Meeting	Start: 23/05/2024 16:15:00	End: 23/05/2024 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	Local Authority Governor
Andrew Palmer	Co-opted Governor
James Mottram	Co-opted Governor
Andrew Sudron	Associate Member
Si McInerney	Parent Governor
Peter Hawthorn-Smith	Parent Governor
Kim Ayrton	Staff Governor
Vacancy	Co-opted 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.107.24	Welcome SMo welcomed everyone to the meeting. Melissa Sparks (DHT) was in attendance to observe the safeguarding element of the meeting. It was noted that Lynn Lewendon has stepped down from the Board.	

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FGB.108.24	To receive apologies and record the acceptance of apologies Andrew Palmer – accepted.	
FGB.109.24	To remind Governors to declare any pecuniary or non-pecuniary interests None.	
FGB.110.24	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.	
FGB.111.24	To declare the notification of any other business to be discussed later in the meeting 1 item – Link Governor for Attendance.	
FGB.112.24	To approve and sign the minutes of the meeting held on 25th April 2024 (inc. Confidential Minutes) The minutes were approved and signed by the Chair.	
FGB.113.24	To discuss any matters arising from the minutes:	
FGB.52.24	<i>Keep governors updated regarding Nursing support in school – SE reported she is in communication with the Head of Specialist Nursing but is waiting to hear back. SE will hand this over to Mike Finlay (new HT). SE reported that the High Needs Block has a large deficit, and proposals are being put together to mitigate the worsening deficit, one of which is joint commissioning with the NHS, which is what we are proposing to do. Complete.</i>	
FGB.94.24	<i>Terms of Reference – draft HTPM and circulate template to outstanding committees. On agenda.</i>	
FGB.97.24	<i>Fundraising for school minibus. On agenda.</i>	
FGB.97.24	<i>Organise sessions with governors and parents – PHS has drafted a list of topics for discussion at these events, and the next step is to contact CS & SMO for input, and availability. PHS will contact parents through Ali Dickinson and will offer a mix of face to face and virtual sessions.</i> <i>Governor question: where the responses a spread across the school? Yes, but they were not evenly spread.</i> <i>Update at next FGB. PHS.</i>	
FGB.101.24	<i>Behaviour Data – bring class data to next FGB: SE has asked for this data, and it will be ready for the next FGB in July. SE</i>	
FGB.103.24	<i>Skills Audit. On agenda.</i>	
	BUSINESS	
FGB.119.24	Safeguarding (brought forward to allow MS to leave)	

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	<p>Safeguarding report was circulated prior to the meeting. AS highlighted the following:</p> <ul style="list-style-type: none"> • MS & KA are now Designated Safeguarding Leads (DSL's) as part of their new roles as Deputy Heads. • Lots of training undertaken – AS attended a network meeting that recommended a list of vulnerable pupils to keep track of actions and outcomes. This is now in place. • Policies: five policies have been reviewed and updated by AS and have headteacher approval. None are statutory so do not need to come to the FGB, but CS offered to review. <p>Governor question: Where there any major changes to any of the policies?</p> <p>The 'Acceptable Use' and 'Anti Bullying' policy were quite scant so AS has used 'The Key' and other examples, to update and make more robust. SE also advised that we would look at Ascent policies going forward to ensure ours aligned with theirs.</p> <ul style="list-style-type: none"> • Key interventions (from Spring data): <ul style="list-style-type: none"> ○ CPP – 2 children but 1 has since been removed. ○ CIN – 41 ○ EH – 4 ○ LAC – 2 ○ PLAC – 2 ○ Supported by adult social care – 12. ○ Safeguarding concerns risen by staff continues to be high (39 in Autumn and 36 in Spring). AS has looked at previous data and this was in the high teens. It is likely that reporting has increased due to staff training. • AS has met with colleagues from Ascent and is developing relationships. • KA is the Designated Teacher for LAC. <p>AS will be handing the responsibility of this report to KA & MS. With the addition of CPOMS, the report may look different in the Autumn.</p> <p>Governors thanked AS for all of the reports he has brought to the FGB. AS will become a Deputy Designated Safeguarding Lead (DDSL) and it hoped that Mike will also take on this role.</p> <p>Update from KA & MS</p> <ul style="list-style-type: none"> • DSL training completed. • CPOMS: this is new safeguarding software that was approved by the F&R committee. This is in the process of being set up and will take 2 weeks once all information has been submitted. It will be trialled in the summer term with KA, MS and some members of staff, with a full roll out in the Autumn term. There will be training on this for staff at the training day in September. • Attendance: MS is leading on this and there will be a session on this for staff at the training day in September. Attendance will 	
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	<p>be added to department agendas. SE noted this is a big step forward for the school.</p> <p>Governor question: What is the Ascent model for attendance? MS is doing some work on this with Mowbray.</p> <p>Governor question: Will CPOMS and Class Dojo be linked? This will be set up and there is a meeting on 4th June to look at this.</p> <ul style="list-style-type: none"> MS has completed PREVENT training and KA will also complete. KA has done some Early Help training through NYES. Safeguarding Audit: this will be due in February 2025 but KA, MS and AS will start to look at this after half term. <p><i>Governors thanked MS & KA for the update. MS left the meeting at 4.45pm.</i></p>	
FGB.114.24	<p>Chairs Update</p> <p>SMo provided an update on what she has done as Chair:</p> <ul style="list-style-type: none"> <u>Headteacher recruitment</u>: now complete and Mike Finlay has been appointed. SMo had various meetings with North Yorkshire and Ascent throughout the process. CS had provided feedback to the unsuccessful candidate. SMO has been asked for feedback from Resourcing Solutions on the recruitment process and service they provided, so SMO asked for comments from governors by 7th June. SMO thanked governors for the support during the process. <u>Academisation</u>: SMO has attended various consultation events with parents, unions, and staff. It was requested that if any future events take place, could more notice be given to parents. SMO will take this on board. COO and CEO of Ascent have met with Springwater governors. <u>Safeguarding</u>: Lynn Lewendon was the Safeguarding link governors, so SMO will take on this role until a replacement can be found. SMO is hopeful that the potential new governor will take on this link role. SMO has met with KA & MS and has checked the SCR every half term. <u>Potential new governor</u>: SMO has been in contact with an individual that SE met through school. He is a qualified teacher but works in the health sector. He has a good skill set that will suit the board. SMO is awaiting his CV and will progress. <u>Interview panels</u>: SMO has sat on panels for the HT, DHT's, GTA's and the A&R Officer. Investigation completed by AP and overseen by SMO – report and recommendations discussed with SLT. Attended F&R and Pay committees. Meets SE weekly. Attended Moving On event which was really positive – seen an increase in the number of organisations attending. 	ALL

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	<ul style="list-style-type: none"> Clerking meeting held on 8th March and one scheduled for 21st June when Mike will also attend. 	
FGB.115.24	<p>Headteachers Report (verbal) SE reported on the following:</p> <p><u>Pupil Numbers:</u> Stable.</p> <p><u>Handover to new HT:</u> Planned programme of events with Mike. Mike is coming to the next F&R Committee and next FGB. Mike is also coming into school to look at the SIP and to meet with the HR Manager and School Business Manager. He has also been involved with the MoU.</p> <p><u>Training and Staff Development:</u> There has been a focus on speech and language, and we have upgraded Makaton training. The Speech and Language therapist has delivered refresher training on Zones of Regulation. The cultural fit of the school has been discussed in a staff meeting and staff have been given time to reflect on this area. Two Senior Leaders are undertaking NPQ's. Support for senior leaders is improving. AS is now focussing on Assessment since handing over safeguarding and has connected with another deputy head in a local school.</p> <p><u>Consultations:</u> There is no slow down in demand for places:</p> <ul style="list-style-type: none"> Primary is full from September with 40 children – 8 children in each class. Pre-admissions meetings are taking place. Secondary – no new starters and we are now down to 3 classes (23 pupils in total). <p>Governor question: will fewer classes free up staff? Not really as they are deployed elsewhere. We are using more agency staff which is not desirable for the budget, or for continuity for the children. We have aligned staffing to balance the budget, but this does not equate to meeting the needs of children. The levels of sickness amongst staff are high – three days out of five we are RAG rating RED Days (this equates to 10-12 people off each day).</p> <ul style="list-style-type: none"> Sixth Form: 47 children across 6 classes. All places have been allocated and confirmed, and transition visits are arranged. We have two children coming from other schools but one may not transpire. <p><u>Pupil Challenges and concerns:</u> there are some individuals who are presenting challenges and we are at the point of saying we are unable to meet need with some individuals.</p> <p>See confidential minutes.</p> <p>Governor question: it seems the intensity of behaviour incidents has increased over the past few years, why is this?</p>	

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	<p>The building is failing pupils – we don't have break out spaces to take children too when they need some time out, so this can aggravate the situation. We have increased numbers on roll, but no spare classrooms so classes are also bigger than they used to be. When children are misbehaving, their behaviour in turn, can be triggering for other children. The High Needs Funding Block is in deficit so there isn't any extra funding. SE now has a contact at the SEN Hub who she meets with regularly, but it is unlikely to have any major impact.</p> <p>SE has started a register on vulnerable learners based on provision in school and if we are meeting need. Governors noted there is some confusion over this list, and the list AS mentioned under the safeguarding item, and where the two lists the same? SE clarified that the two lists are separate, but there will be some overlap between them. Governors asked if the two lists can be given different titles to determine who is a 'safeguarding concern' and who is a 'child causing concern, based on provision etc.' SE/AS will amend this and bring to the next FGB for clarity. The word 'vulnerable' is confusing the matter.</p>	SE/AS
FGB.118.24	<p>Final Plans for Expansion (<i>brought forward as a decision is needed</i>) The MoU was circulated – this was only received on 22nd May.</p> <p>SMo, SE, JM met with Chris Reynolds and Mick Little to discuss. It was noted that a decision needs to be made by 24th May – we either sign and proceed with the expansion, or we don't sign, and the expansion likely does not happen.</p> <p>YH had provided predicted running costs of the new building, but it was noted these were approximate and based on costs of running the current buildings.</p> <p>The next phase is to go out to tender.</p> <p>A discussion followed and SMO read out a response from Mick Little with his views on whether or not to proceed. It was Mick's view that the MoU is not signed but would support the GB if they decide to sign.</p> <p>One of the main sticking points is the money that will be allocated to kit out the classrooms – this was initially £6k per classroom (based on 5 classrooms) but North Yorkshire have acknowledged there will be more classrooms so have offered £42k.</p> <p>SE proposed that the MoU is signed, for the following reasons:</p> <ul style="list-style-type: none"> • Money offered by NY has increased. • There is scope to get sponsorship from companies to fit out the building. • This could be the only chance we have to change the building. We are being given a £2.3m investment and we may not get this opportunity again. 	

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	<ul style="list-style-type: none"> The new building will make a huge difference to the way we teach and will give more space – break out rooms, staff rooms, offices, meeting rooms etc. Overall benefits for staff and children are huge. <p>Governors agreed to sign the MoU as it is and noted one typo in clause 8.</p>	
FGB.121.24	<p>Update from Committees <i>(brought forward as a decision is needed)</i></p> <p><u>Finance & Resources:</u> The F&R committee met on 9th May and discussed the start budget. The Start Budget needed to come to the FGB for final approval, but it was noted that this was only circulated earlier today. It was requested that all papers for meetings be available 7 days in advance to allow governors to give due attention.</p> <p>Two versions of the start budget had been circulated – one with static numbers (112) and one with an increase in pupil numbers over the next two years with associated staffing costs.</p> <p>JM reported that the F&R committee had noted that North Yorkshire's system is very rigid. We have always forecast a deficit in previous years, but have usually managed to reduce the deficit significantly, or break even. We get funding in throughout the year, but the system does not allow us to include this at start budget time.</p> <p>SP informed governors that for the academisation application, the DfE would like us to complete their own spreadsheet and include reasonable assumptions. They have asked us to submit the budgets going back 3 years, and the forecast for 3 years. By providing them with the last 3 years of budgets, we can demonstrate that whilst we have forecast a deficit, we have ended up with a balanced budget, or close to a balance budget.</p> <p>JM recommends we submit the start budget with 112 pupils and amend at revised budget time.</p> <p>This was agreed and the start budget with static numbers will be submitted.</p> <p>Other updates from the F&R Meeting:</p> <ul style="list-style-type: none"> Vacancy summary was provided – main point being two HoD's vacancies are on hold until Mike is in post. CPOMS software approved. Flexible Working request in the Admin team was approved which has resulted in advertising for a 2 days per week, so an increase of circa. 7 hours per week in the admin team. Pay Appeal – decision given on an application. Governors have not heard if the individual is going to appeal. 	

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	<p><u>Quality of Education:</u> Meeting pencilled in for 20th June – update at next FGB.</p> <p><u>Parental Engagement:</u> In addition to what has already been discussed, PHS reported that Mike will replace SE as a signatory on the School Fund Trust account, and PHS will also be added on as a signatory.</p>	
FGB.116.24	<p>School Improvement Plan SE circulated a simplified version with the headlines on. This is also available on SharePoint. SE will bring to the final FGB.</p>	SE/LE
FGB.117.24	<p>Academisation Update Committee hasn't met recently but work is ongoing.</p> <p>SE, SP, SMO & Mick Little met with the DfE on 22nd May to discuss what information is needed for the Finance team.</p> <p>Timescales – it is hoped that our application will go to the DfE Board meeting in the Autumn, but a date has not yet been confirmed. If it is approved, it will take 6 months to progress so it is likely a conversion date would be September 2025.</p> <p>There are two things that could affect the timeframe:</p> <ol style="list-style-type: none"> 1. The number of other schools applying to the DfE. 2. The capacity at North Yorkshire to handle the queries. 	
FGB.120.24	<p>Agree Terms of Reference for Committees ToR's for the HTPM and Parental Engagement Committee were circulated prior to the meeting. SMO will email for any comments on these.</p>	SMO
FGB.122.24	<p>Policies Mental Health – policy not circulated. <i>Carry forward.</i></p>	LE/SE
FGB.123.24	<p>Governor Housekeeping Skills Audit – circulated prior to the meeting. Overall, the scores were strong (3' & 4's) with no obvious gaps. SMO asked PHS to review this in line with his governor training link role and identify any training needs arising from this.</p>	
FGB.124.24	<p>Governor Training update Feedback from training undertaken since the last meeting – none.</p>	
FGB.125.24	<p>Governor visits update Link Governor Feedback – SMO has done a SCR check. SP has observed 2 EHCP meetings and then followed up with visits to classrooms to see the EHCP in action. CS has met with AS.</p>	

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	Future Visits - PHS visits have been postponed but he will come in after half term. CS is due to do a termly curriculum meeting.	
FGB.126.24	AOB Attendance link governor – PHS agreed to take on this role, with the option of reviewing in the Autumn term. It was noted that the Ofsted framework has a focus on attendance, so this link governor is key.	
	Dates of next meetings <ul style="list-style-type: none"> 20th June 2024 - Finance & Resources: Mike Finlay will attend. 11th July 2024 – FGB: Mike Finlay will attend. 	

Meeting closed at 6.20pm

ACTION TABLE		
Item	Action	Who?
FGB.97.24	Update on Parental Engagement sessions.	PHS
FGB.101.24	Behaviour data per class to next FGB	SE/LE
FGB.114.24	Send feedback to SMO regarding Resourcing Solutions by 7 th June.	ALL
FGB.115.24	Differentiate the two 'Vulnerable' lists.	SE/AS
FGB.116.24	SIP to go to next FGB.	SE/LE
FGB.120.24	Comments regarding ToR's to SMO.	All/SMO
FGB.122.24	Mental Health policy to go to next FGB.	SE/LE

Signed:

X

Name
Governor