



Governor Meeting

Reason for Meeting FGB Meeting	Start: 28/09/2023 16:15:00	End: 28/09/2023 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	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
Emma Gibson	Staff Governor
Lynn Lewendon	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.01.23	Welcome Governors were welcomed to the meeting – especially Lynn Lewendon.	
FGB.02.23	To receive apologies and record the acceptance of apologies None.	

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FGB.03.23	Governor Appointments <u>To approve the appointment of LA & Co-opted Governor:</u> Governors approved the appointment of Sean Pond as LA Governor (moving from Co-opted Governor), and approved Lynn Lewendon as the new Co-opted Governor. All paperwork to appoint Sean to the LA role has been completed. Governors thanked Sean for being flexible with the roles. <u>To approve SMO's term of office:</u> Governors approved SMO to undertake a further term of office as Co-opted Governor.	
FGB.04.23	Election of Chair & Vice Chair SMO was elected to carry on in the role of Chair. CS was elected to carry on in the role of Vice Chair.	
FGB.05.23	Statutory form completion <ul style="list-style-type: none"> Annual Register of Business and Personal Interests: forms were completed and handed to LE. Register of Gifts and Hospitality: a nil return was recorded, and a copy of the form will be kept in school. Governor Code of Conduct: Governors signed in agreement to the NGA Code of Conduct and SMO signed a copy to be held in school. 	
FGB.06.23	Review Standing Orders & Terms of Reference Standing Orders were agreed. Term of Reference for F&R committee will be reviewed at the next F&R meeting and then brought to the next FGB for approval. The Governing Body Structure and Remit will also be reviewed and brought to the next FGB.	LE
FGB.07.23	To remind Governors to declare any pecuniary or non-pecuniary interests None.	
FGB.08.23	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.09.23	To declare the notification of any other business to be discussed later in the meeting Strategic Objectives meeting (SMO).	
FGB.10.23	To approve and sign the minutes of the meeting held on 13th July 2023 (inc. Confidential Minutes)	

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	The minutes were agreed but it was noted there were some points that governors required an update on. These would be addressed under various items on the agenda.	
FGB.11.23	<p>To discuss any matters arising from the minutes</p> <ul style="list-style-type: none"> Item 107: Update from meeting with local MP – Letters from the MP (Andrew Jones) had been circulated prior to the meeting. Andrew was meeting with the Minister for Children and Families and SMO hoped for an update following this meeting. SMO is in touch with his constituency office in the hope he will visit the school again or invite a group of students to visit the House of Commons, but it was noted that the visit now seems to have been overshadowed by the RAAC issues in the press. It was agreed that Andrew has done what he promised he would do but we just need to keep pushing the issue. SMO had given him a handout during the visit so he can see the issue 'on paper'. Complete. Item 108: Circulate GSIM slides when received. Complete. Item 113: Communications policy carry forward to next meeting. On Agenda Item 115: Submit collective and individual responses to new school consultation – SE updated governors. The LA are going ahead with Woodfield because the view in the consultation was overwhelmingly positive. This isn't a surprise because members of the public want to see the building put to good use and this means there is choice for these children. It will be a 'Free School' and will be open to bids from MAT's. Complete. Item 117: Advise Governor Support of the decision not to appoint the LA candidate. Complete Item 121: LE to send calendar invites for 2023/24 meetings. Complete. 	
	BUSINESS	
FGB.12.23	<p>Chairs Update</p> <ul style="list-style-type: none"> SMO met with JM, SE & LE to revise the work plan. Next meeting is planned for 19th October. Safeguarding: AS & SMO met on 19th July regarding the multi-agency panel but there hasn't been any communication regarding this, so it is presumed we are not invited to attend. School expansion: The Memorandum of Understanding has not yet been received but SE has now been given a date by which we should have it, hopefully in time for the F&R meeting in October. Revised plans have not been received either. Academisation: Ongoing – there is continued contact with the three MATs. Recruitment: SMO sat on panels for a PSA and a GTA. SMO & SE have weekly catch ups. 	

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	<ul style="list-style-type: none"> Committees/Panels: SMO had circulated a revised plan and hadn't received any objections from governors. SMO will speak with LL to see where she can support. Governor Monthly visits – SMO circulated the list and asked governors to put their name against a month. SMO will visit on 29th September looking at new pupils and how they are settling in. SE has contacted staff about these visits, and they are looking at areas for governors to focus on. <p>Governor question: is the recruitment already within the budget? We are only recruiting to vacant posts in the budget. We have still not heard anything back from the LA confirming our deficit budget.</p>	
FGB.13.23	<p>Headteachers Report (Verbal)</p> <p>SE reported that she is trialling a new version of the written report which will come to the next FGB. SE's verbal report highlighted the following:</p> <ul style="list-style-type: none"> 110 pupils on roll. One Sixth form student is part time (4.5 days) as they are working the other half day. Between July and 18th September, we had the following consultations for places: <ul style="list-style-type: none"> Primary – 7 Secondary – 9 Sixth Form – 1 We accepted 2 new pupils in Primary. To be ready for September we held 7 pre-admissions meetings for 2 new primary children and 5 secondary children. These were very thorough and time consuming but were essential. Pre-admissions meetings for Sixth form were not well attended. Bandings of new children are as follows: <ul style="list-style-type: none"> Primary – Band 8 & 9 Secondary & Sixth Form: 2 x Band 6, 1 x Band 7, 2 x Band 9 Leavers: 2 primary children left – one went to Forest (Band 6) and one moved out of the area (Band 10). 1 Secondary child moved out of the area (Band 9). <p>Governor question: Have you had the outcome of the banding panel?</p> <p>Yes. SE has written a precis of the bandings. There were some band 10's challenged through EHCP's. The outcomes were very disappointing, and these are being challenged. We have engaged with the LA directly and we can submit an exceptional funding request for one pupil who is struggling to transition into school after the summer break.</p> <p>Martin Surtees was appointed to support schools who had incorrect funding due to incorrect bandings/incorrect children on roll etc. Most of our issues have now all been resolved, and SE will report into the F&R</p>	

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	<p>committee. This is a positive outcome for us, and the funding will be backdated.</p> <ul style="list-style-type: none"> • HR: changes within the school as follows: <ul style="list-style-type: none"> ○ 1 resignation during the summer holiday - this has now been appointed to. ○ 1 resignation in the 3rd week of term - this has now been appointed to. ○ 1 GTA resignation – this has now been appointed to. ○ Recruitment for maternity leave cover in November – there are 2 candidates on the short list. ○ Volunteer numbers are looking healthy – we held a recent open day which was a success. We currently have 2 in Primary, 1 in Secondary and 1 in Sixth Form. • Absence: We have some long-term sickness cases, and some short-term cases. At a peak, we had 7 members of staff off on the same day. We had to use supply staff to cover these absences. <p>Governor question: How long have people been off for? Some have been off for a couple of weeks, others are just a day or two, often due to family issues. SE has RAG rated staffing as follows:</p> <ul style="list-style-type: none"> • Primary – Red • Secondary – Red • Sixth Form – Amber <p>Primary and secondary are red due to sickness and vacancies. SE will compare term on term.</p> <p>Governor question: Do you think this is a short-term spike, or a trend and therefore a longer-term challenge? Some of the longer-term issues are related to mental health, and there has been a huge shift in attitude towards mental health, especially since Covid. People are now recognising when they need help and are taking the time they need to recover. People are also taking some time off now to prevent a longer-term absence in the future. The challenges of our pupils also contributes and if staff are not working with their usual support network of GTA's, PSA's etc, and are working with supply staff instead, this can also prove challenging. We also have some staff who have issues with childcare. We have a Leave Policy, and this is clear on when leave can be taken. SE is aware that not all staff have support networks for childcare and tries to be empathetic to this. We have robust Absence Management policy, and this is managed consistently with Heather Newton (HR Manager).</p> <p><u>See Confidential minutes</u></p> <p><u>Approve training days and term dates</u> – dates were circulated prior to the meeting. No objections.</p>	
FGB.14.23	Update on Start of Term	

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	<p>SE reported there were two staff training days at the start of term. One of the sessions was focussed on wellbeing and this was led by the Wellbeing team. All staff were invited to attend this session. There was also training from physios and Occupational Therapy.</p> <p>AS also led a safeguarding session for all staff.</p> <p>Transitions into school have been well supported and staff have done a lot of work. New children have had an excellent start to the term.</p> <p><u>Assessment:</u> There is a new assessment system in place and AS has done a lot of work on this. There are 3 staff meetings planned for this term to look at this.</p> <p>Governor question: Is the new SLT structure in place? No – this has not yet been finalised.</p> <p>Governor question: should staff morale be part of the RAG rating? EG reported that her department is stretched, and it is very tiring when you have to support supply staff who do not know the children. Unfortunately, because of this, EG has to accept that children are not getting the education they should be receiving, which in turn makes staff mindful of how this looks to external staff.</p> <p>Governor question: Have we had the SRMA report yet? Yes, but YH is not happy with some of the content. YH, SE, SMO & JM are meeting on 13th October to review the report. There is a disconnect between the feedback that was given at the meeting, and what has been written in the report.</p> <p>Governor question: Can we challenge this? Yes – YH intends to challenge after the meeting on the 13th October.</p>	
FGB.15.23	<p>Sixth Form Accreditation Results & Pupil Destinations</p> <p>SE reported the following:</p> <ul style="list-style-type: none"> • NCFE Functional English (Entry Level 1) – 8 entered for exam and all 8 passed. • NCFE Functional Maths (Entry level 1) – 7 entered for exam and all 7 passed; (Entry level 3) - entered and 1 passed. • Jim Muir (Outdoor Education) – all students were entered for the 'explore award' and all 10 achieved this. <p>Destinations:</p> <ul style="list-style-type: none"> • Harrogate PLC • Harrogate School for Living • Ripon Evolve • Social Care Provision – this suits some students better than carrying on in education. • 2 students going to Henshaw's have gone to tribunal. 	

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	<p>Governor question: Is any of the work experience maturing into employment?</p> <p>One student is on a work trial with, us, working with the caretaker for 1 hour per morning. They want to go into maintenance, so this is a great opportunity for them. It is also beneficial to the caretaker to have some help. One student who is here 4.5 days per week is portering at Harrogate Hospital on the afternoon they are not with us; and one student is working with a dog groomer which started off as work experience.</p> <p>EG pointed out that a lot of students who went to Harrogate PLC also had the choice of employment, but parents influence meant they went to Harrogate PLC. Parents tend to err on the side of caution and safety, which is understandable but disappointing the student is not fulfilling their potential. This would be good to pick up at the Parental Engagement Committee to try and allay parents' fears.</p> <p>Governor question: Was there any feedback from the 'Moving On' event? Andy Mullane had arranged for more contact with Harrogate College so SE will find out if this has progressed. One governor commented that it was her view that there is little provision for students with severe and complex needs at the 'Moving on' Fair.</p> <p>Governor question: Did this year's outcomes meet our expectations? How do we know we are delivering the right outcomes for that cohort? Some providers give us feedback once the young person has moved on. We need to review this year on year.</p>	SE
FGB.16.23	<p>Policies</p> <ul style="list-style-type: none"> • Communications Policy – to be carried forward. • Code of Conduct: AP had some questions/comments on the policy which AS will address and amend accordingly. • Safeguarding/Child Protection: AS needs to add in school specific details and will then share with staff. Carry forward to next FGB. • Positive Behaviour Policy: AS to clarify point about physical intervention. • Managing Allegations against staff – Head Teacher Approval. • Complaints (vexatious) – Head Teacher Approval. <p>Governor question: Where does the decision lie on whether to progress to a full complaint?</p> <p>It is quite complex – we need to get to the 'nub' of the matter so there needs to be an objective discussion with the complainant. The complaints committee would then discuss and decide if this is a serial complainer or to be dealt with under the standard complaints process.</p> <p>Governors were happy with this approach and SE will amend wording in the policy to reflect this.</p> <ul style="list-style-type: none"> • Children Missing in Education – Delegated to Andrew Sudron • Parental Leave (NYHR Policy) – Head Teacher approval 	<p>SE/LE</p> <p>AS/LE</p>

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	<ul style="list-style-type: none"> Attendance (staff) (NYHR Policy)– Head Teacher Approval <p>Subject to the amendments above, all policies were approved by the FGB.</p>	
FGB.17.23	<p>Safeguarding</p> <p>Confirmation of all Governors Reading Part One of Keeping Children Safe in Education 2023 – Governors signed to agreement of reading and abiding by this policy.</p> <p><u>Safeguarding report:</u> this has been circulated prior to the meeting, AS highlighted the following:</p> <ul style="list-style-type: none"> Training covering changes to KCSIE completed with staff. Concerns raised by staff: there was a spike in the Spring term but these have levelled off again. There is no reason for this that AS can see but will monitor to see if there is a pattern. Training for governors: AS is running another training session for staff and governors are invited to attend. AS will send the date. <p>Governor question: How is Bromcom working? It hasn't worked in the way we had hoped. We also have the new assessment system, and we don't want to overload staff. The Positive Behaviour team are reviewing safeguarding incidents. AS will review Bromcom at a later date.</p> <p>Governor question: Do we have a system that records safeguarding incidents? Yes, we have a system, but it doesn't do anything with the data so AS has to manually analyse it. Bromcom would do this, but it is not a straightforward system, and the Assessment tool is a priority at the moment.</p> <p>Governor question: Is the issue of 'Filtering and Monitoring' in response to an incident? It is in response to the latest version of KCSIE - there is a focus on schools having effective filtering and monitoring in place and schools are being asked to ensure effectiveness.</p>	AS
FGB.18.23	<p>Health & Safety</p> <p>The Fire Risk Assessment Report was circulated prior to the meeting – 12 out of 21 actions have been completed already. None of the actions are higher than medium risk. SE is confident the inspection went well.</p> <p><i>(SE left the meeting at 18.25hrs)</i></p>	
FGB.19.23	<p>Governor Housekeeping</p>	

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	<p><u>FGB Composition – Instrument of Governance:</u> there is no change to this.</p> <p><u>Confirm Committees & Link Governor roles:</u></p> <ul style="list-style-type: none"> • Safeguarding: Shelagh Morris • SEN: covered under the Quality of Education Committee. • Health & Safety: covered under the Finance & Resources Committee. • Pupil Premium: covered under the Finance & Resources Committee • Training: TBC • Attendance: Shelagh Morris. <p>A list of panels and link governors had been circulated prior to the meeting.</p>	
FGB.20.23	<p>Governor Training update</p> <p><u>Feedback from training undertaken since the last meeting:</u></p> <ul style="list-style-type: none"> • SMO & SP attended Safeguarding training. <p>LE to send dates of North Yorkshire training courses to all governors.</p>	LE
FGB.21.23	<p>Governor visits update</p> <ul style="list-style-type: none"> • Link Governor Feedback: no visits yet. • Monthly Visits: Governors adding names to the list. Updates will follow once visits completed. • Future Visits: CS meeting with AS on 3rd October. 	
FGB.22.23	<p>AOB</p> <p><u>Strategic Objective meeting:</u> SMO proposed 14th or 28th October but it was noted that 28th is the start of half term. SMO will review and send more suggestions.</p> <p>It was noted that this will be a review of the strategy following the work that was done on it last year.</p>	SMO
	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • 19th October 2023 – Finance & Resources • 16th November 2023 - FGB 	

Meeting closed at 18.30hrs

ACTION TABLE		
Item	Action	Who?
06.23	Review Terms & Reference and Governing Body Remit	LE
15.23	SE to speak with Andy Mullane regarding links with Harrogate College	SE
16.23	Communications Policy to carry forward to next FGB	SE/LE



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16.23	Child Protection Policy to carry forward to next FGB	AS/LE
17.23	Dates for safeguarding training to be sent to governors.	AS
20.23	North Yorkshire training dates to be sent to all governors.	LE
22.23	Dates for strategy review to be circulated.	SMo

Signed:

X

Name
Governor