



Governor Meeting

Reason for Meeting FGB Meeting	Start: 29/09/2022 16:15:00	End: 30/09/2022 18:15:00
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Governing Body: Sean Pond, Sarah Edwards (Headteacher), Shelagh Morris, Andrew Sudron, Caroline Smale, Edward Lyons, James Mottram, Si McInerney

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**

Minutes

Item	Description	Action
	PROCEDURAL	
	Welcome	
FGB.01.22	To receive apologies and record the acceptance of apologies Andrew Palmer had sent apologies, and these were accepted.	
FGB.02.22	Election of Chair & Vice Chair Shelagh Morris was nominated to the role of Chair. Shelagh was voted in unanimously. Caroline Smale was nominated to the role of Vice Chair. Caroline was voted in unanimously.	
FGB.03.22	Annual Register of Business and Personal Interests Governors completed forms and handed into LE. LE to chase any outstanding forms.	Clerk
FGB.04.22	Register of Gifts and Hospitality A nil return was recorded.	

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	<p><u>Pupil Numbers:</u> The has been an increase in pupil numbers and the context was detailed within the report. There is an additional class in primary. All children who were expected to start did so and school were also directed to take 2 more children over the summer holidays. This isn't ideal as staff are unable to plan for their transition. SE has therefore delayed the start of one of these children into school, but the transition has begun. SE advised the other child will not be starting as we are unable to meet their needs. NYCC were supportive of this decision.</p> <p>Governors were concerned that the Local Authority doesn't understand our processes around transitions, and also that this may become a regular occurrence.</p> <p>Governor Question: Why wasn't the child able to go to Forest? Forest is an academy, and they have a very clear policy on admissions – no more than 15, so they can therefore refuse further intake.</p> <p>Governor Question: Are we able to say no when we are put in this position? It is difficult when we are 'directed' to take a child. We had 11 consultations last week and we are only taking 2. If we were an Academy, we may have more control over this issue.</p> <p>Governor Question: What happens if we Academise? We would need to write something to clarify our position, possibly add something to the Admissions Policy. We can't take everyone, and SE is being very clear when communicating the outcomes of the consultations.</p> <p>In Secondary we have had two successful starters. Sixth Form has increased by 2 classes, so there are now 7 classes. Numbers are just above 50.</p> <p>JM advised Governors that he had been told by a friend who is a parent at the school, that they thought the transition was great and there is a really good ethos to the school.</p> <p>Governor Question: Has there been any feedback on the new job shares? One Head of Department has expressed very positive feedback. One of the teachers is working across two different departments so this is very positive for her CPD.</p> <p>Governor Question: Are there any space issues having 7 classes in the Sixth Form? It is manageable but the building is full – we have recently had 2 consultations but have had to reject them due to being at capacity.</p>	
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	<p>Governor Question: Could the LA instruct that we take them? No – we are struggling to recruit to manage the young people we have in Sixth Form. Space is very limited and the Health and Safety of the people in the building must also be considered.</p> <p>SE reported that there is a high number of young people in the Sixth Form with ASD – ideally, we would be able to provide a 'quiet area' for these children, but this isn't possible.</p> <p>Governor Question: Do the plans for the additional buildings allow for a separate space for Sixth Form? Not especially but there can look at moving a few things around. The intention is that the building will provide more facilities for PMLD children. If the bid is successful there could potentially be space for 45 more children. The overall cost is estimated at £2.1m. SE will give more of an update on this at the Strategy meeting on 8th October.</p>	
FGB.13.22	<p>To receive an update on the start to the new term SE reported that there had been quite a few appointments made for the start of the Autumn term (details in the HT report). The appointment of the Assessment and Review Officer is already proving a great benefit to the SLT.</p> <p>Six teachers were appointed, most of which were internal appointments. This is beneficial for career progression and consistency for the children.</p> <p>Governor Question: Is there anything in place for the new teachers? There are robust systems in place via the NYCC probation procedures. The 2 ECT's have been appointed mentors and we are developing an in school tutoring programme. The relevant support is in place.</p> <p>Governor Question: Do we have more gaps if we have recruited internally? There are some succession issues so there are now some vacancies for TA's. This is a role that we struggle to recruit to due to the low pay and term time work only. We have had recruitment drives and we are following up some potential candidates. SE advised there may need to be some assistance from governors for recruitment panels.</p> <p>CS advised that from the staff meeting she attended, there was concern from staff over recruitment. Staff have some suggestions for recruitment, e.g., Trial Days. SE advised that the SLT are aware of this, and she has informed staff that she is trying to be very creative with recruitment. There will be an advert for a HLTA in December so SE is hopeful that some of the people who apply for this, might be interested in other roles if they are not successful in the HLTA role. This matter will be discussed further with staff.</p>	

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FGB.14.22	<p>Sixth Form Accreditation Results</p> <p>This document detailed the young people who joined Sixth Form in 2019 and have been with the school for 3 years. SE explained the following:</p> <ul style="list-style-type: none"> • Henshaws: this is a local service provider. The challenge with Henshaws is that offers can often be last minute and it is a complicated process. Some students are able to have several transitions if offers are made early enough. • Minster: this is based at Askham Bryan College in York. Students with complex needs often go there, but numbers tend to be low due to the location. • Personalised Learning College (PLC): this is the LA provision. For some children this will be just like school. Quite a few of our children went onto PLC. • No further placement: parents are happy for them to remain at home. • Social Care Provision: progressed through Adult Services. <p>Governor Question: do transitions happen on a regular basis? Yes, but this can be quite a cost to school as TA's often go with the young person. It is also dependent on how soon the family knows about the placement, but it usually happens in the last half term. We always support and work with the families. Parental preference means the setting will always have been consulted with.</p> <p>Governor Question: Does the transition process get reflected in the assessment? How do we judge how successful we are dealing with leavers? This is part of a quality cycle – we need feedback from parents, students, and the setting the student is going to.</p> <p>It was requested that governors are provided with a summary on leavers to see how many students got their first choice; how many achieved the NCFE qualification etc. The latter could be a KPI.</p> <p>Governor Question: How are we progressing with linking up with Harrogate College? SE advised that she is working on a project with Harrogate College and the new Principal is keen to forge links with Springwater. The project will give SE an opportunity to speak about offers at Harrogate College. SE is doing a piece of work which shows the breadth of provision in the locality, to check there are no gaps.</p>	
FGB.15.22	<p>Overview of attendance and behaviour</p> <p>This will be carried forward to the next FGB.</p>	Clerk
FGB.16.22	<p>Policies</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education: Governors signed to confirm they have read this. • Pay Policy: Carried forward to the next FGB. 	Clerk

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	<ul style="list-style-type: none"> • Existing staff have completed refresher training, via 'The Key.' Next year this will be done via NYCC as AS intends to alternate providers. • There has been safeguarding handovers for children who have left the school. <p style="color: blue;">Governor Question: Is there handovers for children coming into school? We don't get safeguarding information for every child coming into school – it will depend on the child and only when it is relevant. We have opportunities to call their previous DSL's if anything does develop.</p> <p>AS will bring a full safeguarding report to the next FGB.</p> <p>AS will send the training link from 'The Key' to governors.</p>	<p>Dep HT/ Clerk</p> <p>Dep HT</p>
FGB.19.22	<p>Website Audit Not yet carried out. Carry forward to next FGB.</p>	SMc/ Clerk
FGB.20.22	<p>Governor Vacancies</p> <p><u>Vacancies:</u> There is 1 parent governor vacancy and 1 staff vacancy (Caitlin Hughes resigned before the meeting). SE is meeting with a potential parent governor and there could also be another candidate. SE will also seek a new staff governor.</p> <p><u>Committee membership:</u> Finance & Resources Committee: JM/SP/AP/SE. SMO will also join the committee.</p> <p><u>Review/Appoint key roles:</u> This will be done following the Strategy meeting on 8th October, but links will remain the same until the next FGB in November. SMC volunteered to be the Link Governor for academisation.</p>	<p>HT</p> <p>Clerk</p>
FGB.21.22	<p>Governor Training update No training has been undertaken since the last meeting.</p>	
FGB.22.22	<p>Governor visits update</p> <p><u>Feedback from visits undertaken since the last meeting:</u></p> <ul style="list-style-type: none"> • CS attended the staff meeting last week. There was discussion around giving feedback, workload, student behaviour, Tapestry, staff absences/cover. CS advised it was a very positive meeting and staff were happy to share and came up with some good ideas and solutions. <p>SE advised that she is using the DfE's 'Workload Reduction</p>	



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	<p>Toolkit' to support staff. SE also suggested to governors that one of the main issues that needs addressing is to bring in lunchtime cover for staff, in the role of Midday Supervisors (MSA's). There is currently a rota for lunch breaks, but staff often don't feel like they have had a proper break away from the children.</p> <p>Governor Question: Have you use volunteers before for this role? Yes, and we have also included it in the recent recruitment drive. The role of an MSA is not appealing due to the hours required to work.</p> <p>Governors noted that staff need proper breaks and space for this to happen. It is hoped there would be some space if the new building is approved.</p> <p><u>Future visits:</u></p> <ul style="list-style-type: none"> • JM to liase with AS regarding a Learning Walk. • SE will circulate the usual calendar of dates to governors, including dates of staff meetings. 	<p style="text-align: center;">JM HT</p>
<p>FGB.23.22</p>	<p>AOB</p> <p>CS reported that she has contacted the Chair and CEO of the ASCEND MAT, and they have offered support.</p> <p>Governors wanted to record their thanks to SP for chairing the board for the past 4 years.</p>	
	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Resources: Thursday 20th October @ 4.15pm • FGB: Thursday 17th November @ 4.15pm 	