



Governor Meeting

Reason for Meeting: FGB Meeting	Start: 12/03/2020 17:00:00	End: 12/03/2020 19:00:00
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Governing Body: Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Sarah Daggett, Paul Addison, Shelagh Morris, Caitlin Hughes, Gemma Cardwell

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

Agenda

Item	Description	Led by
	PROCEDURAL	
	Welcome	Chair
FGB.93.19	To receive apologies and record the acceptance of apologies	Clerk
FGB.94.19	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.95.19	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.96.19	To declare the notification of any other business to be discussed later in the meeting	
FGB.97.19	To approve and sign the minutes of the meeting held on Thursday 13 th February 2020	Clerk
FGB.98.19	To discuss any matters arising from the minutes <ul style="list-style-type: none"> • All governors to confirm they had received and read the Keeping Children Safe, the School's Safeguarding Policy & the School's Positive Behaviour Policy documents • The Headteacher to contact the two schools nationally that are nearest in size, FSM and need 	All Headteacher



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	<ul style="list-style-type: none"> Appraisal & Performance Management Policy - the Headteacher and the Link Governor to meet. Equal Opportunities Objectives to be set around equal access for all pupils to the curriculum (i.e. Visually impaired pupils) The Headteacher to draw up a simple expenses policy 	Headteacher / Link Governor Deputy Headteacher Headteacher
FGB.99.19	The Governing Body <ul style="list-style-type: none"> To confirm the Link Governor roles To discuss Governing Body vacancies 	Chair
	BUSINESS	
FGB.100.19	School Finance <ul style="list-style-type: none"> To review the SFVS To review the staffing plan for 2020/21 	FSO
FGB.101.19	Written presentation by PSHCE & RSE Subject Lead	JS
FGB.102.19	To review school improvement priorities in relation to the Ofsted development areas	Headteacher
FGB.103.19	To approve the following policies <ul style="list-style-type: none"> Non-Contact Time Policy 	Headteacher
FGB.104.19	Governor Training update <ul style="list-style-type: none"> Feedback from training undertaken since the last meeting 	All
FGB.105.19	Governor visits update <ul style="list-style-type: none"> Feedback from visits undertaken since the last meeting Future visits 	All
FGB.106.19	AOB	
FGB.107.19	To discuss to what extent has this meeting contributed to achieving our Strategic Objectives in the future	Chair
	Date of next meeting – Thursday 2 nd April 2020 at 5pm	



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Minutes

Present: Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Addison, Shelagh Morris, Caitlin Hughes, Gemma Cardwell

Item

	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting and especially Gemma Cardwell who was attending for the first time as the newly elected Parent Governor.</p> <p>The Governors discussed the possibility of future meetings being conducted electronically due to the coronavirus. The Chair reminded the governors there was an approved Virtual Attendance Policy uploaded on Springpoint.</p>	
	<p>PROCEDURAL</p>	
FGB.93.19	<p><u>To receive apologies and record the acceptance of apologies</u></p> <p>Apologies had been received from the Headteacher and the Deputy Headteacher who would be joining the meeting late due to an urgent school matter</p> <p>No apologies had been received from Sarah Daggett so they could not be consented to</p> <p>Apologies had been received from the Finance Support Officer who was not able to attend the meeting as planned.</p>	
FGB.94.19	<p><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></p> <p>None were declared</p>	
FGB.95.19	<p><u>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</u></p> <p>The Clerk reminded the meeting of the need for confidentiality, there were no items requiring confidential minutes at this time</p>	
FGB.96.19	<p><u>To declare the notification of any other business to be discussed later in the meeting</u></p>	

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	<ul style="list-style-type: none"> Update on coronavirus advice 	
FGB.97.19	<p><u>To approve and sign the minutes of the meeting held on 13th February 2020</u></p> <p>The minutes of the meeting held on the 13th February 2020 were approved without amendment</p>	
FGB.98.19	<p><u>To discuss any matters arising from the minutes</u></p> <ul style="list-style-type: none"> <u>All governors to confirm they had received and read the Keeping Children Safe, the School's Safeguarding Policy & the School's Positive Behaviour Policy documents</u> <p>Governors confirmed they had read the documents</p> <ul style="list-style-type: none"> <u>The Headteacher to contact the two schools nationally that are nearest in size, FSM and need</u> <p>This had been superseded following additional analysis</p> <ul style="list-style-type: none"> <u>Appraisal & Performance Management Policy - the Headteacher and the Link Governor to meet.</u> <p>The date and time for this meeting was confirmed as 23rd April at 9.30 pending Headteacher availability</p> <ul style="list-style-type: none"> <u>Equal Opportunities Objectives to be set around equal access for all pupils to the curriculum (i.e. Visually impaired pupils)</u> <p>This was deferred to the next meeting as the Deputy Headteacher was not present at the meeting at this time</p> <ul style="list-style-type: none"> <u>The Headteacher to draw up a simple expenses policy</u> <p>This was deferred to the next meeting as the Headteacher was not present at the meeting at this time</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Headteacher / Link Governor</p> <p style="text-align: center;">Deputy Headteacher</p> <p style="text-align: center;">Headteacher</p>
FGB.99.19	<p><u>The Governing Body</u></p> <ul style="list-style-type: none"> <u>To confirm the Link Governor roles</u> <p>The Chair reminded the governors of the role of the Link Governor for the benefit of the new parent governor.</p> <p>It was agreed the Link Governor role for the new governor would be agreed and confirmed by the next meeting</p>	

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	<p>The Headteacher joined the meeting at this point</p> <ul style="list-style-type: none"> • <u>To discuss Governing Body vacancies</u> <p>The Chair informed the governors that the two potential LA governors had both now been taken by other schools and the potential Co-opted governor had not replied to emails inviting him into school.</p> <p>The Clerk advised another potential LA governor was still going through the LA adoption process.</p>	
	BUSINESS	
FGB.100.19	<p>The Deputy Headteacher joined the meeting at this point</p> <p><u>School Finance</u></p> <ul style="list-style-type: none"> • <u>To review the SFVS</u> <p>The draft SFVS & the February budget monitoring statement had been sent out to all governors prior to the meeting.</p> <p>Governors noted that the Chair and the FSO had met and had gone through the SFVS checklist in detail.</p> <ul style="list-style-type: none"> ➤ Item C9 – the school was not able to set a balanced budget but was working towards a deficit recovery plan ➤ Item A3 – budget monitoring reports should be available monthly for governors but due to staffing changes there have been some gaps & delays recently. <p>It was agreed the Headteacher should receive monthly reports but governors only need to see them at significant times in the year, July, Oct and January but they must be given an opportunity to ask questions</p> <p>Action: The Chair to draw up actions for a balanced budget for the front page of the document</p> <p>Action: The Clerk to add a budget agenda item for the meetings on the 2nd April & 14th May 2020</p> <p>Action: A contract schedule to be made available for review at the next meeting</p> <ul style="list-style-type: none"> ➤ Item E20 – the school does not collaborate with other schools for purchasing, this was attempted with a local school but there was no interest. Gas and electricity are group purchased through the LA. <p>Action: An item on purchase collaboration to be added to</p>	<p style="text-align: right;">Chair</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Headteacher</p> <p style="text-align: right;">Chair</p>

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	<p>the agenda for the next meeting of Special Schools. Question: Is there any pooling or sharing of staff with other schools? Answer: There is no pooling, individuals are able to say they are available for supply work but the set pay scales do not allow for cheaper rates to be paid Question: Is there a separation for ordering and paying of goods and services to prevent fraud? Answer: I authorise all the payments, the Bursar produces a list of invoices for payment, I check them, they are then uploaded to the bank and I approve, I am the only person who can approve. Question: Is the Whistleblowing Policy available in the staffroom? Answer: There is a poster in the kitchen opposite reception which staff use and the policy is available electronically to all staff on Springpoint</p> <p>Action: Deputy Headteacher to check the policy and poster are available in the staff room</p> <p>Question: Do all the boxes need to be completed, there are still some gaps in this return? Answer: It does need to be fully completed, I will check with the FSO, amend and send the final copy to the Headteacher</p> <p>Action: Chair to complete the return and send to the Headteacher for submission to the LA by the deadline of the 31st March 2020</p> <p>Question: What happens next with this document, it takes a lot of time and work to complete, there should be transparency? Answer: It is unclear, we didn't set a balanced budget last year but there was no response to that on the SFVS by the LA. The Clerk informed the governors that the returns are also used to inform future audits by Veritau.</p> <p>Action: The Headteacher to send the return with a covering e-mail asking how it is fully used.</p> <ul style="list-style-type: none"> • <u>To review the staffing plan for 2020/21</u> <p>Governors noted that SLT and the FSO had met to discuss the staffing structure for the next academic year</p> <ul style="list-style-type: none"> ➤ Pupil placements for the school are identified at 88, but 96 pupils are currently being discussed for the coming year with 5/6 other consultations also being considered. The offer date for 6th form is 31st March 2020 and figures will be confirmed them 	<p>Dep. Headteacher</p> <p>Chair/ Headteacher</p> <p>Headteacher</p>
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	<p>Action: The Headteacher to request NYCC revise the placement number so the school can receive the funding in April 2020</p> <ul style="list-style-type: none"> ➤ SLT are looking at TA & PCA fixed term contracts in the school to see if these can be made permanent based on the additional pupils, this would give job security and help retain staff. <p>The Chair confirmed he would be having a phone conversation with Chris Reynolds on 18th March to confirm if the business case for the additional space had been agreed</p> <p>Question: If the additional space is not agreed, how will the 96 pupils be accommodated? Answer: We cannot hold up consultations for places based on premises, there is a contingency plan to differently use other areas in the school.</p> <p>Question: What are the costs associated with these options? Answer: We know the costs of leasing portacabins & additional pupils bring £10k plus per pupil, NYCC need the places so we are in discussion with them about the costs of conversion.</p> <p>Question: Are staff levels sustainable? Answer: There is potential in the 6th form in the formal pathways for additional pupils, the Head of 6th form is working on the modelling now. The FSO has challenged us to look at the class sizes and maximising the numbers in classes. SLT is looking at the costs of running the classes and identifying gaps. It is a very blunt way of looking at it and although we want to drive from pupil need we also understand the need to consider the finances.</p> <p>Question: Of the 2 options which would you prefer? Answer: We would prefer having the additional space across the road, it has a good feel for independence and a signal for progress for students</p> <p>Question: Is there a risk the LA will not approve the additional space as they know there is a contingency, would this have a detrimental effect on the students? Answer: I would be incredibly disappointed if the LA do not put the funding in for the additional space, it is very secure and a right next step for the school. They do recognise that we cannot continue to live in this house as it stands, it is creaking at the seams. The building across the road has been empty for a long time and is degrading. It is a risk but I am hopefully the LA will recognise how important this is to the school.</p> <p>Question: How can the rest of the GB help? Answer: It is out of our hands now, the LA is working on the business case after consulting with the Headteacher. I have e-mailed Chris Reynolds for an update but not received a reply so far.</p>	<p>Headteacher</p>
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	<p>Governors noted that NYCC had already invested in satellite provision for Mowbray school in Ripon and for a 4 classroom block for 25 pupils at The Forest School, both of which had cost more than this school was asking for.</p> <p>Once the business case has been confirmed and the pupil numbers clearer it will be possible to draw up a Start Budget for discussion & approval at the FGB meeting in May</p>	
FGB.101.19	<p><u>Written presentation by PSHCE & RSE Subject Lead</u></p> <p>The presentation and supporting documents had been emailed out to all the governors earlier that day.</p> <p>It was agreed time was needed to read all the paperwork and that any questions should be sent to the Headteacher who would forward them onto the Subject Lead (SL).</p> <p>Governors noted that Subject Leads have signed up for all the remaining FGB meetings this year.</p> <ul style="list-style-type: none"> ➤ The Headteacher confirmed all subjects are being worked on with the Deputy Headteachers support & that the SLs should be able to come and talk about their curriculum planning with a natural rhythm of expectation. It would be good practise for Ofsted inspections <p style="color: red;">Question: Is it proposed that we have a different subject for each meeting?</p> <p style="color: red;">Answer: Yes, it is a useful way of getting information over to you and allows for questions</p> <p>Action: Headteacher to e-mail requesting Subject Lead documents sent out to governors a week before the meeting & amount to no more than a couple of pages if possible</p> <ul style="list-style-type: none"> ➤ The Staff Governor informed the governors that the Deputy headteacher had given guidance to everyone and the subjects had been stripped back to see what it looks like and then built up from scratch again <p style="color: red;">Question: Does every subject have an action plan with milestones, it would be useful to have the SL here at the meeting?</p> <p style="color: red;">Answer: Yes, it does. This SL is unable to attend these meetings due to childcare. It is a good opportunity for other SLs to be in this environment and to be asked questions, it is also a great learning opportunity for us to see where the SL is with their thinking. The documents today have been very useful and we can</p>	Headteacher

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	<p>now work with this SL to help her to simplify her presentation and help others to get across the essence in a more consistent way.</p> <p>The Headteacher reminded the governors of the 3 stages for Ofsted</p> <ul style="list-style-type: none"> • Intent – what to teach and why • Implementation – how to organise the teaching, sequencing • Impact – links to assessment, how we assess and how the pupil is developing knowledge and skills <p>Question: If we read all these documents we have been sent today, will we get what you have described?</p> <p>Answer: She has organised some of the documents in that way, by dept (semi-formal, pre formal), so you should see that.</p> <ul style="list-style-type: none"> • One of the SLs has developed an overview poster of their curriculum intention, which shows the essence but not all the detail, this can be put up in school. Experimenting with formats will continue <p>Governors noted that best practise is being shared and the SLs are very motivated.</p> <p>The Deputy Headteacher has prepared a guidance document for SLs and is meeting with one individually to support the process, feedback on the document has been very positive</p> <p>Action: The Deputy Headteacher to share the guidance document with the governors</p> <p>Question: Are we expecting an Ofsted visit in the summer term?</p> <p>Answer: A local school that had their last inspection the week before us in December had the follow up Ofsted call last week, it has been deferred as they are academising</p> <p>Question: What does that mean for us?</p> <p>Answer: It means we share our actions plans, share examples of what we have done and the impact it has had. The recent science week was used as an opportunity to practise this way of thinking. A lot of work has been done already since December, but we need to push at a slightly faster pace. There is a trade-off about working for Ofsted and for our pupils and a discussion has been had with our SIA about this.</p> <p>Governors noted that if the school is not able to demonstrate impact at the Inspection the Ofsted rating will be lowered so there is a risk. The Headteacher said she was confident the school would be rated as Good</p> <p>Governor statement: This suggests a process focus to the inspections not a child focus.</p>	<p>Dep. Headteacher</p>
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	<p style="color: red;">Question: We are on track with English, but when would you be able to implement across the board</p> <p style="color: red;">Answer: We are working on the action plan and using a new subject plan for the next academic year – so for September next year. In depth planning is 1 term ahead which is useful</p> <p>The governors discussed the timings of the next presentations and agreed to amend the list and move maths and science to an earlier date</p> <p>Action: The Deputy Headteacher to arrange with the SLs.</p> <p>Action: Governors to look at The Key to see the questions they should be asking</p>	<p>Dep. Headteacher</p> <p>All</p>
FGB.102.19	<p><u>To review school improvement priorities in relation to the Ofsted development areas</u></p> <p>This has also been covered in the item above</p> <ul style="list-style-type: none"> • The Headteacher reported that middle leaders receive subject release time • Subject Leaders have been asked to attend GB meetings • Groups have been developed to encourage collegiate working for Ofsted preparation & support for colleagues when Ofsted are in school, now a more team approach • Moderations have taken place in school this week which has been very useful. • Started golden guide principals and feedback to pupils • Marking – Dept. leads are taking up with their depts and SLT are analysing the results so there is quality assurance. All now using 1 template for marking so there is consistency across 6th form, very easy to complete • The Headteacher has prepared an overview week by week of action taken from January and continued it to the end of the academic year (24 weeks). It and impact will be discussed at SLT next Monday. <p>Action: Clerk to add Curriculum Planning update to the next meetings agenda</p>	<p>Clerk</p>
FGB.103.19	<p><u>To approve the following policies</u></p> <ul style="list-style-type: none"> • <u>Non-Contact Time Policy</u> <p>Governors noted this is not a Statutory Policy</p> <p style="color: blue;">Question: Are there any issues with implementing this policy?</p> <p style="color: blue;">Answer: It gives a formal commitment for non-contact time for HLTAs</p>	

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	<p>Question: Is this a change from what you are currently doing? Answer: It is cementing what we are doing now but not documented</p> <p>Question: How is this measured, captured? Answer: It is evident in the timetabling, pro-rata for part time staff</p> <p>The Governors approved the policy</p> <p>Copies of the following policies had also been sent out prior to the meeting.</p> <p><u>For adoption</u></p> <ul style="list-style-type: none"> • Leave Policy • Parental Leave Policy and Guidance • Recruitment & Selection Policy and Procedure <p><u>For information</u></p> <ul style="list-style-type: none"> • Early Retirement Policy and Guidance • Employer Discretion Policy <p>Governors noted these were all NYCC policies and had only been amended to personalise for the school.</p> <p>The Governors agreed to adopt the Leave Policy, the Parental Leave Policy and Guidance and the Recruitment & Selection Policy and Procedure</p>	
FGB.104.19	<p><u>Governor Training update</u></p> <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting <p>Two governors reported attending the first part of the Introduction to Governance training.</p>	
FGB.105.19	<p><u>Governor visits update</u></p> <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting <p>A governor gave positive feedback on a recent visit to the 6th form & to bakery, he saw examples of soft skill work and had had the opportunity to discuss his visit with staff.</p> <p>The Leadership and Management Governor had attended an SLT meeting and had taken part in the discussion about potentially moving to a full pathway model and the feedback from all staff on the subject following a full team meeting, he gave governors a brief insight into what ideas had been proposed and the issues raised.</p> <p>Governor statement: This way of engaging with all staff does SLT a lot of credit</p>	

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	<p>Answer: It was very ably conceived and delivered by members of staff other than the Headteacher and the Deputy Headteacher & well supported by the HoDs</p> <ul style="list-style-type: none"> • Future visits 	
<p>FGB.106.19</p>	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Coronavirus update</u> <p>The Headteacher updated the governors on the latest advice given by the LA, and praised the schools are being supported on a daily basis</p> <ul style="list-style-type: none"> ➤ Currently at the Prevent Stage – with regular handwashing in school and visitors also being asked hand wash as they enter school, including the school escorts when bringing pupils into the building. This had caused a bottleneck in the morning so staff had brought the pupils to the door in the evening to avoid this. ➤ The LA had requested the school keep a confidential register of vulnerable staff (those who have the flu jab, are over 65 or have an underlying health issue) ➤ A letter was being sent out to all parents the following day to confirm if they kept their children away from school due to virus concerns these absences would be authorised. ➤ The next stage may be to close public services and schools <p>Question: Are there any different concerns for special schools? Answer: The Special Schools Voice have appealed to the experts to have a position that is different for special schools</p> <p>Question: What number of staff & pupils are identified as being vulnerable? Answer: 15 staff at the moment, for pupils it is a family by family decision, the school will not be giving a lead or offering opinions, parents will be directed to DfE & LA websites. The office staff will be given a script for phone calls. There are currently no staff or families that are self-isolating.</p> <p>Question: Going forward what do we do if a family member self isolates and is awaiting testing? Answer: There is a very clear flow chart of actions to be taken from the DfE & Public Health England as well as a telephone helpline</p> <ul style="list-style-type: none"> • Future FGB meetings may need to be held by teleconferencing 	
<p>FGB.107.19</p>	<p><u>To discuss to what extent has this meeting contributed to</u></p>	



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	<u>achieving our Strategic Objectives in the future</u> <ul style="list-style-type: none">• The discussion on the curriculum and the effect on the education of the pupils• The discussion on the financial deficit• The update on the coronavirus	
	Date of next meeting – Thursday 2nd April 2020 at 5pm	

There being no further business the meeting finished at 7pm

Signed:

X

Name
Governor

Attachments for meeting below: