



Governor Meeting

Reason for Meeting: Full Governing Body	Start: 20/01/2022 16:15:00	End: 20/01/2022 18:15:00
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Governing Body: Sean Pond (Chair), Sarah Edwards (Headteacher), Gemma Cardwell, Shelagh Morris, Andrew Palmer, Andrew Sudron, James Mottram, Caitlin Hughes, Edward Lyons, 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**

Agenda

Item	Description	Led by
	PROCEDURAL	
FGB.41.22	Welcome – especially to new Governors Si McInerney & Edward Lyons	Chair
FGB.42.22	To receive apologies and record the acceptance of apologies	Clerk
FGB.43.22	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.44.22	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.45.22	To declare the notification of any other business to be discussed later in the meeting	
FGB.46.22	To approve and sign the minutes of the meeting held on 18 th November 2021	Clerk

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FGB.47.22	<p>To discuss any matters arising from the minutes</p> <ul style="list-style-type: none"> • FGB.31.21: SM/AP to send AS the dates they completed their safeguarding training. • FGB.35.21: LE to circulate completed Skills Audit Dashboard. Complete. • FGB.36.21: LE to check if there is an NYCC training programme. • FGB.39.21: Governor Visit forms to be completed following 'Assessment training' with AS. 	<p>SM/AP</p> <p>Clerk</p> <p>JM/SP/ GC /SM</p>
	BUSINESS	
FGB.48.22	School Improvement Plan	Head
FGB.49.22	Sixth Form Work Placement requirements and plans	
FGB.50.22	Overview of Attendance & Behaviour	Head
FGB.51.22	Resources Committee Report	Chair of Resources
FGB.52.22	Safeguarding	Head
FGB.53.22	<p>Policies for Review</p> <ul style="list-style-type: none"> • Absence Management Policy 	Head
FGB.54.22	Governor Skills Audit	Chair
FGB.55.22	<p>Governor Training update</p> <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting 	All
FGB.56.22	<p>Governor visits update</p> <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting • Future visits 	
FGB.57.22	AOB	
	Items for discussion at the next meeting	
	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Finance & Resources – 17th February 2022 • FGB – 10th March 2022 	



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Minutes

Present: Sean Pond (Chair), Sarah Edwards (Headteacher), Shelagh Morris, Andrew Palmer, Andrew Sudron, James Mottram, Caitlin Hughes, Edward Lyons, Si McInerney

Item

	PROCEDURAL	ACTION
FGB.41.22	<p>Welcome SP welcomed everyone to the meeting, especially to new Governors Si McInerney & Edward Lyons. The meeting was held via TEAMS due to the ongoing COVID situation.</p>	
FGB.42.22	<p>To receive apologies and record the acceptance of apologies No apologies were received, but it was noted that Gemma Cardwell (Parent Governor) had handed in her notice.</p>	
FGB.43.22	<p>To remind Governors to declare any pecuniary or non-pecuniary interests The clerk reminded Governors of the need for confidentiality.</p>	
FGB.44.22	<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 None.</p>	
FGB.45.22	<p>To declare the notification of any other business to be discussed later in the meeting Two items.</p>	
FGB.46.22	<p>To approve and sign the minutes of the meeting held on 18th November 2021 These were approved. SP will sign when he is next in school.</p>	
FGB.47.22	<p>To discuss any matters arising from the minutes</p> <ul style="list-style-type: none"> • FGB.31.21: SM/AP to send AS the dates they completed their safeguarding training – SM has done this. AP attended the safeguarding training given by AS in November. Complete. • FGB.35.21: LE to circulate completed Skills Audit Dashboard. Complete. • FGB.36.21: LE to check if there is an NYCC training programme – LE had no response from her previous email so she will ask again and will also find out dates for 'Introduction to Governance' training for SI & EL. 	Clerk

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	<ul style="list-style-type: none"> • FGB.39.21: Governor Visit forms to be completed following 'Assessment training' with AS – SP has done, others who attended need to complete. 	Governors
BUSINESS		
FGB.48.22	<p>School Improvement Plan</p> <p>SE screenshared the SIP, and noted the following points:</p> <ul style="list-style-type: none"> • We have had a very strong Safeguarding review and audit and SE thinks this could be deemed 'outstanding.' • We are building and developing the Mental Health and Wellbeing area. • Aspects for further development are linked to the Ofsted areas. • EYFS and the Sixth form need further work (in the SIP). • We need to develop phonics and reading but we need to move towards a new phonics scheme because the current one we have is no longer recognised. • Assessment system: the data used to be benchmarked but this no longer happens, so the challenge is to ensure that the curriculum leaders use data to ask questions about pupil progress and we develop our own benchmarking. • Behaviour & Attitudes: there is a big drive to establish a Senior Mental Health Lead, and this is also a major area nationally. • Personal Development: A HLTA is now running the School Council and we are working on Pupil Voice, allowing pupils to influence the curriculum. • Leadership & Management: SE had a lengthy meeting with the SEA on safeguarding. It is important that Governors are clear on the safeguarding procedures in school and evaluate it to be strong and secure. The Board needs to consider part time teachers on job shares as this can lead to workload issues, and possibly staffing changes. HLTA's tend to share a class with a P/T teacher but the teacher does all of the planning. The best practice would be to have two teachers on a job share, but this is not feasible due to financial constraints. However, we need to consider the wellbeing of the staff. • Facilities & Buildings: The LA are aware that we cannot meet demand for places and that we are looking for something in the locality. • Governance Development: Governors needs to ensure they can discharge their duties and understand how children are progressing. This is a key piece of work. • EHCP outcomes are being assessed and data will build up to be able to compare year on year. <p>Governors thanked SE for sharing the document. SP advised that he will contact each Governor to discuss their areas of responsibility</p>	Chair

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	<p>as the previous allocations highlighted there were some gaps. It agreed that SMO would continue with Safeguarding.</p> <p>SE will share the SIP with Governors.</p>	HT
FGB.49.22	<p>Sixth Form Work Placement requirements and plans</p> <p>Due to the recent staff shortages etc, Andy Mullane (Head of Sixth Form) was unable to provide a full report for the meeting or be in attendance but had circulated a summary prior to the meeting. If Governors have any questions on this area, AS will try to answer, or they could be put to AM when he joins the next FGB.</p> <p>It was noted that this was an important area for the school to develop and we now have a new part time (2 days per week) Job Coach (Aurelia Brooks) who has just started, and she is working closely with AM. We are in the early stages with this role, but the work Aurelia is doing is helping with the capacity of the Head of Sixth Form.</p> <p>The children accessing the internal placements (within school) were in areas such as other classrooms, the office, and the Caretaking.</p> <p>Governors asked the following questions which AS/SE will take to AM:</p> <p>Could we get a sense of what the placements look like, to get a sense of what they are doing when they are on placement? Are they fulfilling roles for the children and are they getting value out of it?</p> <p>What is the timeframe for where we want to be; what is a 'Career Stable School' and what are the 'implications' of us getting this award?</p> <p>Does someone in the school meet the employer before a placement?</p> <p>AS/SE will send documents on 'Career Stable School' to governors.</p>	<p>Deputy HT / HT</p> <p>Deputy HT / HT</p>
FGB.50.22	<p>Overview of Attendance & Behaviour</p> <p>SE shared the attendance statistics:</p> <ul style="list-style-type: none"> • 89.98% attendance for Autumn 2021 term • 81.5% attendance for Autumn 2020 term <p>SE would prefer the figure to be above the 90% mark.</p> <p>For those under 90%</p> <ul style="list-style-type: none"> • 8 are in Primary, 3 of which are a cause for concern. • 4 are in Secondary, 0 of which cause for concern. • 3 are in Sixth Form, 2 of which are cause for concern. 	

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	<p>Some of these children have complex medical needs and are off school in order to attend medical appointments, a lot of which have been delayed due to Covid. There are also some transport issues.</p> <p>Governor Question: Is this normal for school, or something that you have seen increase over time?</p> <p>The transport issues mainly relate to a provider based in Selby as contracts have recently changed, and this has affected 2 children considerably. The figure is usually around the mid 90% mark, but we are benchmarking against Autumn 2020 so the figures are flawed due to Covid. Most families are consistent with attendance, but some families have got used to attending sporadically. Some patterns of attendance at the minute are not usual.</p> <p>Major Behaviour Incidents: A lot of work has been done on the Positive Behaviour policy and evaluations have been carried out on what difference it has made. The policy has reduced the number of physical interventions needed. The new toolkit is also working well, SE now needs to carry out some benchmarking in this area.</p>	
FGB.51.22	<p>Resources Committee Report</p> <p>The Minutes of the F&R Committee had been circulated and JM highlighted the following:</p> <ul style="list-style-type: none"> • The revised budget was agreed, and Yvonne Heys is submitting a Deficit Application. There is an overspend on supply staff and some questions around the staff insurance policy for which we pay £200k per year. This policy will be reviewed at the end of February to see if there a more suitable one. • Benchmarking: the report will be circulated to all governors for information. This report highlights where we are compared to other schools. The only major issue highlighted was the overspend on supply staff. • The committee approved the new Job Coach role for 2 days per week and will be kept keep under review should the role requires more days/hours. • A PSA who was on a supply contract was moved to a permanent full-time contract with the school. • The School Fund has circa. £16k in it which needs to be spent. CH reported that some of this has been spent – put towards the pool and some equipment. <p>Governor Question: could some of the money in the school fund be put towards a new screen in the school hall?</p> <p>This would need to come out of the school budget as this isn't something the school fund can be used for. The School Fund is for 'exceptional items' the pupils want to buy.</p> <ul style="list-style-type: none"> • Building priorities: JM has done a walk around with Yvonne Heys to assess the school facilities. The Admissions panel is meeting next week which could link into the building priorities. 	Clerk

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	<ul style="list-style-type: none"> • The Safer Recruitment Policy and the Probationary Procedure for New Employees were both agreed. • A Health & Safety Governor is still needed – CH agreed to this role. 	
<p>FGB.52.22</p>	<p>Safeguarding</p> <p>SMo reported that the SEA was very impressed with what she saw and heard on her recent visit. The focus of the visit was ‘Safeguarding Compliance & Culture’ and the SEA met with SE, AS, SMO, staff and some Sixth Form pupils. The SEA reviewed signage around the school, training, termly safeguarding reports to governor’s, staff and key roles.</p> <p>The SEA also looked at the SCR and suggested a few amendments be made. We had an NYCC SCR health check a few years ago but it would be worthwhile having another one. The SEA also commented that the pupils she spoke to were all well mannered and were a credit to the school.</p> <p>The SEA recommended that Safeguarding be a standing agenda item on Governor agendas [this has been actioned] and there is a review of statutory policies.</p> <p>Overall, it was a very positive visit and we just need to build on what we have done going forward. SE will send LE the report to be circulated to Governors, and any questions can be raised at the next FGB.</p> <p>SE would like to thank AS for all of his hard work in this area – it is a huge area of responsibility and AS was highly praised by the SEA.</p> <p>AS will circulate the termly Safeguarding report to governors following the meeting.</p>	<p>HT / Clerk</p> <p>Deputy HT</p>
<p>FGB.53.22</p>	<p>Policies for Review</p> <ul style="list-style-type: none"> • Absence Management Policy: this is an NYCC policy. <p>Governor Question: does this policy apply to teachers and how aggressive is the policy applied?</p> <p>Yes, it applies to teachers and SE will amend to reflect this. SE reported that the current practice is very methodical in tracking absences, return to work conversations and, ensuring self-certification is provided. SE is currently dealing with 8 members of staff under the policy. It is robust and supportive to staff, and it is consistently applied. SE thinks it brings about the necessary changes in attendance.</p> <p>Supply costs are currently high due to Covid, and not all staff who are off sick are under the policy.</p>	<p>HT</p>

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	<p>It was noted the policy doesn't reference the right to appeal but SE will need to speak with HR about this as it is an NYCC issued policy.</p> <p>Subject to these queries, Governors adopted the policy.</p>	HT
FGB.54.22	<p>Governor Skills Audit This was circulated prior to the meeting. It was noted that the scores are mainly 3's & 4's and there were no 1's or 2's.</p> <p>SP noted from the comments that Governor Induction needs to be a focus but there needs to be the correct balance between overwhelming new governors with too much information, and not providing enough. SP proposed he sends out a 'voice note' to new Governors with a commentary on the schools and it's ethos, and a short guide to funding. There will also be the statutory paperwork/policies that new Governors have to read, along with the work plan, Instrument of Governance etc.</p> <p>EL asked if the new governors could be directed to the 'priority' documents as well.</p> <p>SE informed Governors that they are members of 'The Key', which is valuable source of information for Governors, so she will find out the login details for this.</p> <p>Another area to focus on is 'Stakeholder Management.' Governors need to engage with Staff, Pupils and Parents, but Covid has put a stop to this in recent times. Governors could attend and events parents are at, and join in a school council meeting. It would also be useful to have a Governor lead on the parent survey and someone to contact new families after 6 months at the school to see how they are getting on etc.</p>	HT
FGB.55.22	<p>Governor Training update</p> <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting: SMO attended 'Managing Allegations Against Staff' but the training was cut short, so this has been rescheduled for February. 	
FGB.56.22	<p>Governor visits update</p> <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting: SMO has attended the Staff Briefing and the Staff Forum, which SE reports staff have appreciated. SMO has also met with AS for a safeguarding meeting, and Melissa Sparks to look at Mental Health and Wellbeing. JM visited school yesterday for a walkaround and will do a follow up visit in a couple of weeks. 	
FGB.57.22	<p>AOB (See confidential Minutes for one item)</p>	



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	<p>SE reported that there had recently been two bereavements within the school family – one pupil and one member of staff’s close family member. Both occurred within 3 days of each other.</p> <p>With approval from SP, it is SE’s intention to let as many staff go to either/both funerals w/c 24th January. SE has written to parents to advise them that there may be two mornings that week, where school will be partially closed. SE has approval from NYCC to do this due to the exceptional circumstances. SE acknowledges that some parents will be inconvenienced by this (one complaint has been submitted already), but SE needs to consider the mental health and wellbeing of the staff. SP is mindful that the SLT are running at full capacity at the minute due to covid, and school has done a fantastic job remaining open, but staff need closure on these tragic events.</p> <p>All Governors were supportive of this, and SE will forward the letter that has gone to parents.</p> <p>SMo advised Governors that she has organised cards for the families affected.</p>	HT
	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Finance & Resources – 17th February 2022 • FGB – 10th March 2022 <p>It is hoped that we can return to face-to-face meetings next month, but we will keep the option of TEAMS for anyone wishing to join virtually.</p>	

There being no further business the meeting finished at:- 20.15hrs

Signed:

X

Name
Governor