

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

10th July 2017 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees		
Des Reynolds - CEO (DR)	Sue Cooke (SC)	Vicki Setters - Exec Head (VS)
Stefan Rider (SR)	Nigel Wood (NW)	Jan Casey (JC)
Jenny Bird (JB)	Lynsay Barrett. (LB)	Laura Sutton (LS)
Trevor Cockburn (TC) late arrival	John Rous Milligan (JRM) late arrival	Katrina Warren- Specialist Head (KW)
Lesley Moore- by invitation		Andriana Sneddon- Clerk

No	Item	Action	Y/N
1.0	Apologies and Absences		
1.1	Meeting opened at 16.30.		
1.2	Apologies were received and accepted from Andy Lamb and Sandra Summerfield. TC and JRM had advised they would be late		
1.3	TA advised had received resignation of Tony McGhee and Jan Casey with immediate effect; Governors thanked JC for her contribution to work of SSSfN LGB		
2.0	Declarations of Interest		
2.1	Standing interests of DR, JRM and TC ; no impact agenda items		
3.0	Previous Minutes		
3.1	Minutes (15/517)–Proposed by JC and seconded by JB as an accurate record without amendment and signed off by the Chair.		

3.2	Confidential Minutes (15/5/17) - Proposed by LB, seconded by JC as an accurate record without amendment by those present, and signed off by the Chair. These Minutes were sealed by Clerk.		
4.0 Matters arising			
4.1	<p>Matters arising as follows;</p> <ul style="list-style-type: none"> • DR advised Staff Stress Protocol in draft based on NUT template • Availability trust emails for governors- available September 2017 • Follow up safeguarding recommendations LS;cf next LGB • Voice of Child Working Party instigated- see agenda point 6. • The Governor's to initiate a review of the 56 referrals to Children's Services LS/SS/DR to liaise • KW advised LAC Improvement Plan scrutiny with nominated governor completed • KW advised draft Safeguarding Policy available at agenda point 7 • Governance Succession- see agenda point 11 • DR updated Governors on completion EHCP's in Norfolk- statutory completion timeline 20weeks, Norfolk completion at 6% due to sheer volume and consequence of underfunding. • EAP-C/F 	<p style="text-align: center;">DR</p> <p style="text-align: center;">LS</p> <p style="text-align: center;">LS/SS/DR</p>	
5.0 HT's Presentation			
5.1	<p>KW presented Pupil Premium Strategy Statement 2017/18, attached and previously distributed, and commended template as useful tool in helping to drill down into funds allocated and how spent. In summary, 2017/18 expenditure of £216,000 will be used to;</p> <ul style="list-style-type: none"> • Deliver staff training in metacognition and self-regulation • Part funding of SSSA posts to support attendance • Fund individual intervention packages in response to pupil voice to encourage investment and own responsibility for learning • Investment in interventions that can be utilised by all staff <p>Governors queries raised as follows;</p> <ul style="list-style-type: none"> • How were barriers for 2017/18 identified? LM advised that in using Individual pupil trackers, gaps between PP pupils and non were more easily identified and weekly data of progress by subject by pupil quickly identifies success of interventions. Governors were pleased to note that interventions are data driven and regularly monitored to ensure right interventions in place. Governors requested that Reading and Writing data be split. • Governors requested explanation THRIVE intervention- KW advised a system popular in Primary schools which takes a whole class approach to regulating own behaviours, trial KS3 Nurture group Autumn 17 • Governors queried other interventions available Catch Up/ 	<p style="text-align: center;">CHALLENGE</p> <p style="text-align: center;">SUPPORT REQUEST</p> <p style="text-align: center;">CHALLENGE</p> <p style="text-align: center;">CHALLENGE</p>	

	<p>ARROW. KW advised many packages do not allow for training dissemination and therefore training leaves with member of staff. VS/KW to locate web based interventions. Governors queried whether a no leave/ reimbursement clause could be added to training staff contracts- DR advised not possible as ET abides by nationally agreed T&C's but possible to add to JD desirable criteria.</p> <ul style="list-style-type: none"> • Governors queried qualifications Mental Health Practitioner;- KW confirmed practitioner is Mental Health Nurse. • Governors requested further explanation of work undertaken and planned to improve PP attendance- LM advised that data analysis identifies issues of attendance at all key stages. Actions have been to rewrite Attendance Guidance for implementation Sept 17, SSSA's have been trained for Attendance responsibility and attendance data added to individual pupil trackers will identify which interventions having positive impact. Governors queried how this will be monitored- LM to advise process. • LS requested consideration inclusion Family Group Conferencing • TA advised incorporation of termly Pupil Premium monitoring in Governors work planner 2017/18 <p style="text-align: right;">LM LEFT MEETING 1700 TC JOINED MEETING AT 1700</p>	<p>CHALLENGE TA CHALLENGE CHALLENGE</p> <p>CHALLENGE/VS</p>	
<p>5.2</p>	<p>VS gave a verbal update to Governors on POAP, attached, and completion Timeline, previously distributed.</p> <ol style="list-style-type: none"> 1. Governors commended virtual completion of actions Timeline ahead of schedule. 2. VS reported some resistance to POAP1.2 of significant minority teaching staff that struggle to recognise their accountability, in part due to lack of clear lines of accountability for every member staff. Remedial actions- Accountability lines clearly communicated at September PD day, ensure secure SoW's and LL's in place to prevent issues arising; provide training to XLT to ensure perf. mgmt. targets set are measurable, meaningful and strong; ensure all areas of focus occur concurrently, regular monitoring to identify issues and swift resolution. 3. Governors queried the value of weekly team meetings POAP 1.3; VS advised both Primary and Secondary staff attend meetings together, evidence good practice shared and disseminated across bases. VS advised meetings Minuted for scrutiny 4. Governors queried outcome staff skills audit; VS advised variable response to Teachers Standards; to be revisited to obtain better idea of position. 5. Governors were pleased to note regular CPD programme delivered half-termly and acknowledged time needed following training to allow it to embed. 6. POAP 2; Governors were pleased to note majority achieved; VS advised expectation complete ,to report back to LGB, Autumn term 7. POAP 3; VS advised Individual Pupil Tracker rolled out following successful trial; weekly discussions will take place per child 	<p>SUPPORT</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p>	

	<p>8. VS was pleased to report that POAP 3.3 now secure</p> <p>9. POAP 4- work in progress needing further focus which VS will be monitoring ongoing</p> <p style="text-align: center;">JRM JOINED MEETING AT 17.35</p> <p>10. Version 2 POAP will be available next LGB meeting for review- Governors confirmed that current method distribution should be continued.</p> <p>11. Governors queried Evaluation section and agreed this should be completed at next Governance Awayday with monitoring visits evidence</p> <p>12. Governors acknowledged enormous amount work carried out by staff and expressed their thanks for all that has been achieved in such a short space time.</p>	<p>CHALLENGE</p> <p>SUPPORT</p>	
6.0	Voice of Child- update		
6.1	<p>JC advised establishment of working group that had formulated questions and taken these out to bases to discuss with pupils- all bases now visited and summary to be compiled of responses. Governors felt this had been a useful exercise and next steps under consideration include parental involvement possibly via telephone during monitoring visits.</p> <p>Meeting autumn term to compile summary and make recommendations.</p>	TA	
7.0	Safeguarding		
7.1	<p>Policy revision- KW advised Policy review following NCC model. Some information to be confirmed but KW will be nominated DSL for SSSfN and new HoS will be Deputy DSL.</p> <p>Revert for ratification next LGB meeting.</p>	KW	
7.2	Safeguarding Monitoring Report c/f next LGB	TA/LS	
7.3	TA advised distribution CSA information- Governors to note useful advice and were urged to include in monitoring visits as good practice.		
8.0	Governor Monitoring Reports		
8.1	<ol style="list-style-type: none"> 1. SS/NW 26/6/17 POAP 1 monitoring ; Governors were pleased to confirm that staff met echoed VS's previous presentation and that it was clear that initiatives were embedding with no evidence of drop off 2. SC 22/5/17 POAP 3 ;SC was pleased to advise Individual Pupil Tracker as very comprehensive and powerful tool to aid staff discussions per resolutions of issues and impact of interventions used. 3. SC 22/5/17 to monitor NOR at Brooklands- SC noted to Governors the obvious team spirit on site and positive attitude. 4. SC 9/5/17 SEN Improvement plan- Improvement plan progressing with expectation complete September 2017- SC 		

	<p>visiting all bases to audit and was pleased to report that all answers to date demonstrate consistency of practice and procedure. NW queried whether all staff have dedicated monitoring time timetabled- VS confirmed this was now scheduled with XLT maintaining responsibility and oversight to a monitoring calendar..</p> <p>5. CF SS 3/7/17 T&L Earthsea next LGB meeting</p>	TA/SS	
9.0	Committee Reports		
10.1	<ol style="list-style-type: none"> Standards; Report previously distributed and attached; no queries raised PHS; TC gave a verbal update of base visits to date, planned summer works, progression Vocational Centre at Locksley, ongoing HSE investigation into Belton incident and scrutiny statutory paperwork- no queries raised. Finance (ARP); Report previously distributed and attached. Recovery plan remains in place; no queries raised. 		
10.0	Policies		
10,1	<p>Safeguarding deferred to next LGB meeting as per point 7.1 above</p> <p>LB LEFT MEETING AT 1800</p>		
11.0	Governance Succession Plan		
11.1	<p>Governor resignations as per point 1.4 above</p> <p>Governors were encouraged to express their interest in Vice Chair vacancy to TA.</p> <p>Governors were urged to identify/recommend suitable candidates for Governors- TA advised had placed adverts with SGOSS as well as approaching large local companies for candidates.</p> <p>Next Year meeting dates- TA advised modified calendar 2017/18 with reduced number Standards Meetings- TA to distribute. Work planner for year to be discussed at Standards Committee</p> <p>Annual Statement- TA/SC to compile and publish on website</p> <p>Competency Framework- TA reminded all Governors to review- to discuss next Awayday November 2017</p>	<p>TA</p> <p>TA</p> <p>TA/SC</p>	
13.0	Confidential Items		
13.1	CONFIDENTIAL MINUTE was updated and attached		
14.0	Impact		
16.1	Introduction of meeting evaluation form as good practice for self-reflective practitioners to be completed by Governors on a rotating		

	basis; JB this meeting. Impact; Circulation Timeline and RIP keeps governors updated and demonstrates progress across SSSfN and improving outcomes for pupils.		
17.0	AOB		
17.1	TA advised new DfE publication , previously distributed and attached, Preventing and Tackling Bullying, also distributed to schools		
	Next meeting 25/09/17 at 4.30pm.		
	Meeting closed at 18.15		

Signed.....

Date.....