

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

27th March 2017 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees

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| Des Reynolds - CEO (DR) | Jenny Bird (JB) | Vicki Setters - Exec Head (VS) |
| Andy Lamb (AL) | Nigel Wood (NW) | Jan Casey (JC) |
| Tony McGhee (TM) | Lynsay Barrett. (LB) | Andriana Sneddon- Clerk |

No Item

Action

Y/N

| No | Item | Action | Y/N |
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| 1.0 | Apologies and Absences | | |
| 1.1 | Meeting opened at 16.30. | | |
| 1.2 | Apologies were received and accepted from Sue Cooke, Sandra Summerfield, Laura Sutton and John Rous Milligan Trevor Cockburn and Stefan Rider were absent. | | |
| 1.3 | Nigel Wood was welcomed to the LGB and brief introductions were made- TA to distribute Induction Handbook | | |
| 2.0 | Declarations of Interest | | |
| 2.1 | Standing interests of DR and AL; no impact agenda items | | |
| 3.0 | Previous Minutes | | |
| 3.1 | Minutes (6/2/17)–Proposed by JC and seconded by JB as an accurate record without amendment and signed off by the Chair. Minutes of Governance Awayday 25/2/17, proposed for acceptance as an accurate record of the meeting by JC, seconded by TM and unanimously approved, signed off by Chair | | |
| 4.0 | Matters arising | | |

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| | <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- September implementation • Follow up safeguarding recommendations; • A system to ensure students are consulted and views formally recorded needs to be in place to evidence their involvement is valued and actively considered. The process will needs to ensure the voice of the child is understood and taken into account when managing and developing school services; DR to instigate Voice of Child Working Party- see point 9. • The Governor's to initiate a review of the 56 referrals to Children's Services to establish the quality of the information recorded and what impact this had on the outcome; LS/SS/DR to liaise | <p>DR IW</p> <p>DR</p> <p>LS/SS/DR</p> | |
| 5.0 | HT's report | | |
| 5.1 | <p>VS gave a verbal update to Governors since Ofsted inspection in February;</p> <ol style="list-style-type: none"> 1. Complete review of Safeguarding processes across SSSfN now complete- a significant achievement due to volume of Safeguarding work undertaken. 2. Revised Curriculum- previously recognised as not fit for purpose for changing needs of cohort- approved for September 2017 implementation- SoW being developed to ensure consistency 3. T&L- VS carrying out Whole School Review to include observations all teachers to identify areas of development and methods of implementation. To be included in POAP and present to Governors May LGB 4. Pupil Progress tracking; Comprehensive report developed to produce individual data- currently being trialed at Belton and DBS for full implementation September 2017- Governors visiting these bases to monitor use. | <p>TA</p> <p>ALL</p> | |
| 6.0 | Parental Questionnaire-Results summary | | |
| 6.1 | <p>Student Wellbeing survey had been conducted Autumn 2016; 334 surveys sent out and 111 received back (33%); Governors were pleased with high return rate and especially noted exceptional responses to Q2 and Q6. Generally parental feedback very positive;</p> <ul style="list-style-type: none"> • Why slight dip year on year Q1- DR advised that in context of SSSfN this was very good • Slightly lower scores Q's 10-12- DR advised difficulty of moving pupils to specialist placements due to lack of availability. LM to provide more data Q12 | <p>SUPPORT</p> <p>CHALLENGE</p> <p>CHALLENGE</p> | |

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| | <ul style="list-style-type: none"> JC queried whether parents were given the opportunity to expand comments-DR advised a narrative box provided JC queried response/thanks to parents- incorporate in newsletter | CHALLENGE TA | |
| 7.0 | Equalities Action Plan | | |
| 7.1 | Reviewed- TA to update and RAG rate | TA | |
| 8.0 | LAC Improvement Plan | | |
| 8.1 | <p>RAG rated LAC Improvement plan, compiled by TM and KW, previously distributed and attached</p> <p>Governors queried progression point 5- each LAC has identified staff member. DR advised keyworker model established at Earthsea now rolling out to Compass bases.</p> <p>Review LAC Improvement Plan during Vulnerable Groups scrutiny June 2017</p> | CHALLENGE TA | |
| 9.0 | Voice of Child Working Party | | |
| 9.1 | Convene meeting working party to comprise LS/SS/NW/JC/DR | TA | |
| 10.0 | Safeguarding | | |
| 10.1 | <ol style="list-style-type: none"> CSE Guidance distributed to Governors and acknowledgement signed Safeguarding policy revision- deferred to next LGB Safeguarding Compliance Checklist for Governors- to be completed Safeguarding Self Review- DR advised that available online in tranches for completion- SSSfN due by end of year | TA LS VS/LS | |
| 11.0 | Governor Monitoring | | |
| 11,1 | Governors were encouraged to resume monitoring visits after Easter. Governors to forward dates to TA | ALL | |
| 12.0 | Committee Reports | | |
| 12.1 | <ol style="list-style-type: none"> Standards; Committee has not met since previous LGB due to Ofsted inspection and outcome actions PHS; have not met at SSSfN school since previous LGB Finance; DR gave a verbal update. Budget position for SSSfN currently poor due to £300k deficit LY resulting in cash flow issues TY, mismatch of income vs expenditure dates as surplus usually used as buffer removed by overcapacity. Outcomes- delays paying invoices, ensuring no overspending rest TY, ensure remain at commissioned NOR. Actions longer term to reduce expenditure; staffing restructure, use of in house vocational centre. Governor's queried impact of latter on costs- DR advised expectation reducing | CHALLENGE | |

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| | AP costs by 25%. Governors queried provision for pupils unable to attend Locksley- DR acknowledged that in house AP would not provide for all pupils, and some existing provision would remain. However, it was expected that in house AP would deliver accreditation. | CHALLENGE | |
| 13.0 | Policies | | |
| 13.1 | Local policies for ratification; 1. Rewards and Relationships; Governors reviewed for Equalities statement- DR to produce standard paragraph for all policies. Subject to addition of statement, proposed by TM, seconded by AL and unanimously approved. 2. TA advised Trustification of 6 policies as follows; More Academically Able and Talented Pupils, Substance Misuse, PSHE, Exams, Offsite Visits, Anti Bullying – TA to adjust and ratify at Trust ARP /PHS Committees | DR TA | |
| 14.0 | Governance Succession Plan | | |
| 14.1 | 1. Vice Chair vacancy- all to consider for application 2. Governor Training needs- TA advised of current training available to Governors and requested that Governors advise TA of training needs. | ALL ALL | |
| 15.0 | Confidential items | | |
| 15.1 | See CONFIDENTIAL MINUTE attached | | |
| 16.0 | Impact | | |
| 16.1 | Introduction of meeting evaluation form as good practice for self-reflective practitioners to be completed by Governors on a rotating basis; TM and AL this meeting. Impact; Ratification of policies to give clear and consistent guidance to staff and pupils Equalities Action Plan- promotes inclusiveness and keeps at forefront Establishment of Voice of Child working party- promotes and ensures inclusiveness , satisfies Ofsted action LAC Improvement plan- focusses ongoing partnership development | | |
| 17.0 | AOB | | |
| 17.1 | There was none | | |
| | Next meeting 15/5/17 at 4.30pm. Governors to note this is an extended | | |

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| | meeting to 7pm. | | |
| | Meeting closed at 18.00 | | |

Signed.....

Date.....