

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

16th May 2017 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees		
Des Reynolds - CEO (DR)	Sue Cooke (SC)	Vicki Setters - Exec Head (VS)
Andy Lamb (AL)	Nigel Wood (NW)	Jan Casey (JC)
Tony McGhee (TM)	Lynsay Barrett. (LB)	Trevor Cockburn (TC)
Sandra Summerfield (SS)	John Rous Milligan (JRM)	Stefan Rider (SR)
Katrina Warren- Specialist Head (KW)		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 Jenny Bird and Laura Sutton		
2.0	Declarations of Interest		
2.1	Standing interests of DR, JRM, TC and AL; no impact agenda items		
3.0	Previous Minutes		
3.1	Minutes (27/3/17)–Proposed by JC and seconded by TM as an accurate record without amendment and signed off by the Chair.		
3.2	Confidential Minute of 27/3/17 was proposed for acceptance by AL and unanimously approved by those previously present.		

4.0	Matters arising		
	<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- on hold • Follow up safeguarding recommendations LS;cf next LGB • Voice of Child Working Party instigated- see point 7. • The Governor's to initiate a review of the 56 referrals to Children's Services LS/SS/DR to liaise • T&L Review- see agenda point 5 • Pupil Progress tracking- see agenda point 5 • In response JC queried whether parents were given the opportunity to expand comments-examples of comments received distributed to Governors- no queries raised • Thanks to Parents incorporated in Newsletter- TA • KW advised LAC Improvement Plan scrutiny with nominated governor scheduled for 23/5/17 • KW advised Safeguarding Policy revision for ratification next LGB meeting 10/7/17 • Trustification 6 policies-TA • Governance Succession- see agenda point 12 	<p>DR TA</p> <p>LS/SS/DR</p> <p>TA TA</p> <p>TA/VS/KW TA ALL</p>	
5.0	HT's Presentation		
5.1	<p>VS gave a verbal update to Governors since Ofsted inspection in February;</p> <ol style="list-style-type: none"> 1. POAP RIP now complete incorporating Ofsted recommendations and structured to link to Ofsted framework. Format updated to reflect best practice with addition of key milestones. VS advised this a live document, updated as each strand progressed and this could be most easily followed using Timeline. Governors queried how they could be kept up to date on progress; VS advised Strategy Group Minutes and updated Timeline would be forwarded to TA for onward distribution. 2. VS reported on outcome of Whole School Review, which has been modified to reflect requirements of Teachers Standards, and included observations of all teachers. Governors expressed some concern re numbers of staff who did not met standards (13%/6 staff). VS advised that she was aware that 3 staff were moving on and others actively seeking alternative employment but raised her concern re all staff in not secure and not met categories and warned that staff here were expressing most disgruntlement. 3. Governors queried whether staff were advised of their result- VS confirmed that personal feedback was given to all staff observed 4. Governors noted the marked differences across the categories between Primary and Secondary, Primary notably better performance, and queried reasoning for this. VS advised that her findings correlated with that of Ofsted- secure evidence- and attributed it to better long and medium term planning, more secure SoW, better differentiation taking place and ability to do so,KS3 curriculum not fit for purpose and identification that Secondary 	<p>CHALLENGE TA</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	

<p>5.2</p>	<p>Instructors performing better than teaching colleagues. VS advised the implications of the "stuck" staff here of lowered morale, unrest, union involvement and required change in attitude in response to request for considerable change.</p> <ol style="list-style-type: none"> 5. Governors queried security of findings and how observations were carried out; VS advised majority obs after Easter 2017 were paired and had been carried out by herself and KW. Governors queried why findings had been so different to previous Review; VS advised that previous obs had been delegated to local leadership and this resultant discrepancy had highlighted a training issue in how to give a hard/difficult message to staff. As such, until all staff were securely meeting Teaching Standards, she /KW and new Head of School would carry out all obs. Another Whole School Review will take place-???. and after half term, learning walks will commence following a planned cycle 6. Governors queried the value of Performance Management process; VS advised this recognised as inadequate and that target setting had been weak/inconsistent. In response, training had taken place. VS advised that there could be no confidence in previous targets set as they had been based on observations now identified as wrong 7. Governors queried response XLT as this was some reflection on their ability; VS advised this had forced some reflection but acceptance now and that Ofsted grading had given them approval/confidence to hold staff to account. 8. Governors queried the support available for staff struggling to meet new requirements; VS advised for those staff not meeting standards, Individual support plans have been devised and weekly T&L meetings instigated after half term across all bases and both phases to share good practice 9. VS reported some impact already seen, in particular acknowledgement between XLT and staff of partnership to improve and evidence that XLT becoming more honest and uptake of their part in the solution. Identification of CPD gaps taken place and filled. 10. SC pointed out that Governors should not under estimate the impact LY's over capacity had on strategic thinking and progress as it forced a purely operational focus. 11. VS advised progress of Curriculum development; installation of Vocational Centre at Locksley during Summer 17 for KS4 pupils and writing SoW/ programmes of study for all new subjects, managed by Annette Walker. Subjects confirmed as; Childcare, Health and Social Care, Hair and Beauty, DT, Catering, Performing Arts, Photography, ICT. Accreditation confirmed as available. 12. Writing of topic based curriculum for KS3 Nurture cohort. Curriculum KS1 and KS2 being rewritten in a common format. <p>KW gave a verbal update to Governors of Safeguarding Internal Review since Ofsted inspection in February, report previously distributed and attached</p> <p>Complete review of Safeguarding processes across SSSfN now complete and new administrative system implemented which more accurately reflects safeguarding practice and KW confident that system is more secure. Review had identified weaknesses, which had been challenged and supported to improve as well as identify additional changes to improve practice. KW advised that further recommendation had been made by LS and follow up audits scheduled.</p> <p>Governors queried;</p>	<p>CHALLENGE CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p> <p>SUPPORT</p>	
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	<ul style="list-style-type: none"> • P2 what action did areas identified as RED instigate. KW advised there had been some challenging conversations and feedback given on how a GREEN rating could be achieved- follow up was diarised. • Governors queried why generally better results of initial audit at smaller and specialist bases; KW advised that specialist bases have a more stable cohort and higher proportion of DSL's. XLT action to ensure sufficient DSL each base • TM queried response to expectation to implement new system; KW reported a varied response and was keeping evidence of follow up for Ofsted. VS advised that restructure will see an increase in DSL capacity at Locksley. • TM queried the mechanism for this; KW advised follow ups diarised, spot checks and files weekly updated to ensure outcomes actioned and recorded. <p>Governors commended the huge amount of work achieved and clear evidence of the motivation to pursue.</p>	CHALLENGE	
		SUPPORT	
5.3	Spring 1 Data Dashboard, previously distributed and attached, for Governor information. Governors were invited to review and forward queries to TA for next LGB meeting. VS did point out the high percentage pupils applying for EHCP's once at SSSfN- Governors expressed concern that these pupils had not been identified earlier and suggested that ET provide support as EHCP compilers.	ALL	
		DR	
5.4	Attendance report to Spring 2, previously distributed and attached, shows a year to date increase in attendance of +1.1% from Autumn term and continuing positive trend for 5 th consecutive year. Governors queried decline on year at Short stay bases; VS advised issue with Engagement pupils during autumn term and at DBS Engagement- now resolved.	CHALLENGE	
5.5	Governor monitoring POAP; Link Governors to key areas as follows; Key Area 1- NW and SS Key Area 2-JC Key Area 3-LS Safeguarding and SC Assessment Key Area 4- DR Key Area 5- TM		
	Governors should visit bases and send monitoring report to VS and TA as clear evidence of Governor evaluation against POAP and Timeline; visits should commence asap.	ALL	
6.0	Equalities Action Plan		
6.1	RAG rated EAP previously distributed and attached; Governors recognised more work to be done and requested remain as Standing item. SS confirmed as nominated Governor and advised had developed questions to help fulfil statutory duty- TA to pass to VS.	TA	
		TA	

7.0	Voice of Child Working Party		
7.1	DR advised that Working Party had met and decided how to progress and were developing conversation guides. Plan to develop bank of evidence from half term.	VCWP	
8.0	Safeguarding		
8.1	LS had completed Governors Safeguarding Compliance Checklist, previously distributed and attached; no actions required. Safeguarding Monitoring Report c/f next LGB Safeguarding policy revision- deferred to next LGB	TA TA	
9.0	Governor Monitoring		
9.1	Governors were encouraged to restart monitoring visits as per points 5.5 and 7 above. Governors to provide available dates to TA for assignation areas of focus.	ALL	
10.0	Committee Reports		
10.1	<ol style="list-style-type: none"> Standards; Committee has not met since previous LGB due to Ofsted inspection and outcome actions PHS; DR gave a verbal update of planned activity- Refurb Earthsea outdoor space- in direct response to Ofsted Earthsea Borehole issue resolved Earthsea summer works installing fencing and partitioning central area Installation vocational Centre at Locksley Summer 2017 Locksley repaint and refurb Primary play and quiet spaces Rosebery- Primary play space Finance (ARP); DR advised challenging financial situation ongoing with expected end year deficit £300k; this to be recouped next year. Governors queried mechanism; DR advised ; Reduced annual AP expenditure due to vocational centre Negotiation with LA to increase per place cost Salary savings from restructure Spending freeze- all PO's require DR pre-approval 		
11.0	Policies		
11,1	None for ratification		
12.0	Governance Succession Plan		
12.1	Governors were encouraged to express their interest in Vice Chair vacancy to TA. TA advised potential new governor for interview.	ALL	

13.0	Confidential Items		
13.1	DR gave an update on NCC Commissions- See CONFIDENTIAL MINUTE attached		
14.0	Impact		
16.1	<p>Introduction of meeting evaluation form as good practice for self-reflective practitioners to be completed by Governors on a rotating basis; NW and SS this meeting.</p> <p>Impact;</p> <p>Governors linked to POAP areas – clear focus and responsibility for monitoring and challenge</p> <p>The timeline discussion will add to Governors understanding and ensure staff are held to account post-OFSTED.</p> <p>The Key Areas identified and Governor support will enable the SSSfN to improve provision and improve Governor understanding.</p> <p>The Governors clearly felt informed and the paperwork was of a high quality leading to an informed discussion.</p> <p>The Equality Action Plan discussion allowed GB to identify an area of weakness and this will inform improvement in this important area.</p> <p>Working Party on Voice of the Child will meet with students to have a “discussion” to get feedback from C&YP. This is a different approach, designed to meet the communication needs and this will offer a more inclusive way of working.</p> <p>Monitoring visits protocol will be changed and the move to Andriana and Vicky identifying monitoring areas and pressure points will be helpful and will improve effective use of time.</p> <p>Update on new provision was very helpful and gave GB members the opportunity to question Chief Exec on future provision</p>		
17.0	AOB		
17.1	There was none		
	Next meeting 10/7/17 at 4.30pm.		
	Meeting closed at 19.15		

Signed.....

Date.....