

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

6th February 2017 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Des Reynolds - CEO (DR)	Jenny Bird (JB)	Vicki Setters - Exec Head (VS)	
Sue Cooke (SC)	Laura Sutton (LS)	Jan Casey (JC)	
Tony McGhee (TM)	Lynsay Barrett. (LB)	Andy Lamb (AL)	
Sandra Summerfield (SS)	John Rous-Milligan (JRM)	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 Trevor Cockburn and Stefan Rider.		
1.3	TA advised resignation Leila Stubbs due to time constraints- letter of thanks for interest sent.		
2.0	Declarations of Interest		
2.1	Standing interest of DR; no impact agenda items		
3.0	Previous Minutes		
3.1	Minutes (5/12/16)–Proposed by JC and seconded by JB as an accurate record without amendment and signed off by the Chair.		
4.0	Matters arising		

<p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Matters arising as follows;</p> <p>Staff wellbeing survey issued via Survey Monkey- agenda item 6.0</p> <p>Identification of e-coli in Earthsea building water system: DR reported that further testing had taken place and were awaiting results as conversion to mains supply expensive. Boil notice and hand washing notices still in force.</p> <p>DR advised Staff Stress Protocol in draft based on NUT template</p> <p>Equalities Action Plan- DR to discuss further with VS- C/F next LGB</p> <p>Availability trust emails for governors-C/F next LGB</p>	<p>DR</p> <p>DR/VS</p> <p>DR</p>	
<p>5.0</p>	<p>HT's report</p>		
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>KW presented amended Pupil Premium Strategy Statement incorporating requests/answered queries as raised at Standards Committee 1.2.17. Governor review of intervention strategies impact scheduled for July FGB. Statement proposed for ratification by SC, seconded by JC and unanimously approved</p> <p>HT's report, previously distributed raised no Governor queries.</p> <p>SIDP; VS advised slight delay in providing secondary Attainment and Progress data due to inaccessibility of comparative data, therefore this part of LL's would have to be rewritten and in the meantime staff would indicate by individual pupil whether they are making expected progress from baseline- availability tbc.</p> <p>Governors queried delay objective 1.4; VS advised to be developed once new curriculum confirmed</p> <p>Governors queried impact of staff restructure; VS advised especially challenging during this period</p> <p>Governors queried NOR-VS advised that SSSfN remains at capacity with waiting list; staff maintaining close liaison with NCC. See point 9.</p> <p>Internal review; areas of improvement commended by governors with concerns raised as follows;</p> <ul style="list-style-type: none"> • What intervention was in place to support staff not meeting Teachers Standards; VS advised that Support Plan in place for one teacher and the other identified member staff had since left due to a failed probationary period • Decline in work scrutiny results across SSSfN- VS advised that this due to implementation of LL's causing a slight loss of focus, staff would be reminded and be assisted by LL's which will drive planning/ feedback and marking- Governors to review at next information point • Inadequate lessons at KS3; evidence that current curriculum for current cohort not fit for purpose and expectation to alleviate with introduction new curriculum Sept 2017 • Detail on work of Information, Advice and Guidance officer; VS confirmed that successful recruitment taken place with primary role to liaise with stakeholders, progress routes for KS4 pupils, ensure 	<p>TA</p> <p>VS</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	

	smooth transition and develop in house systems to achieve 100% EET.		
6.0	Staff wellbeing survey Results summary Recommendations		
6.1	Wellbeing survey had been conducted Autumn 2016 via Survey Monkey. Governors queried lack of professional development for 15% staff; DR advised this could be a lack of understanding of what constituted CPD and that a lot of training did take place either directly or cascaded. Governors requested that this be forwarded to Trust ARP to establish whether sufficient CPD was available to staff at SSSfN. Governors queried whether staff training was in hand for new curriculum- VS advised that holders of subject TLR's will ensure training is effectively targeted and ensure its subsequent onward cascade	CHALLENGE TA CHALLENGE	
7.0	Safeguarding		
7.1	LS presented a very comprehensive Safeguarding report to Governors, previously distributed, and drew attention to her concerns as follows; Lack of Compass training data Evidence of Family Support Training unavailable. Governors queried why no Core groups had been attended by staff; VS confirmed that staff are always invited and would attend if staff cover available but that this does pose some considerable challenge. VS admitted that this was currently poorly recorded but assured Governors that after the restructure, Asst Leads will also be DSL trained to give better coverage for attendance	CHALLENGE	
7.2	LS drew governors attention to recommendations with actions decided as follows; 1 Refer to Trust ARP for designation- DR 2.DR to ensure information is made available asap-DR 3 VS to ensure completion 4 DR to initiate a working party to cover all aspects of Student Voice incl Base Suggestion boxes. 5 Despite being an operational issue, Governors were interested to establish why referrals were not being actioned and whether this was because of incorrect referrals being sent by SSSfN or poor service from LA- LS/SS/DR to liaise 6 Refer recruitment of FSW to Trust ARP.	TA DR VS DR LS/SS/DR TA	
8.0	Governor Monitoring reports		
8.1	Four visits had taken place recently, reports previously circulated, as follows; 1. SS/LS Learning Ladders and Safeguarding at Brooklands; no further queries raised as followed up in point 7 above 2. SS attendance at Rosebery Christmas Lunch; no queries raised but		

	<p>drew attention to transport providers' inflexibility</p> <p>3. SC update visit to Locksley XLT; no queries raised</p> <p>4. SC visit with Primary Leaders at Locksley; no queries raised.</p> <p>Governors were reminded that a summary of issues for Governing Body are kept and regularly reviewed and updated by TA.</p>		
9.0	Committee Reports		
	<p>1. Standards; JC thanked all staff who had attended scrutinies</p> <p>2. PHS; no queries raised and update water mains connection as at point 4.2 above</p> <p>3. Finance; DR gave a verbal report outlining declared deficit for 2015-16 and subsequent staff restructure. Drew attention to cash flow issues and potential AP spending reduction from Easter. However, some relief expected with 2 new commissions from NCC- management of NCC waiting list and provision of education to these pupils. Commission to open 2 new Assessment Centres/ Independent Schools for 2 years x 60 pupils each to provide provision for PEX.</p> <p>Governors queries as follows;</p> <ul style="list-style-type: none"> • Age range – DR confirmed would provide places all through • Location?- ideally one either side Norwich but was awaiting location of vacant buildings from LA • Income?- £1.8m pa schools +£300k waiting list • Staff recruitment?- some redeployment of existing staff was expected + recruitment • Pupil movement from SSSfN into new schools?- likely that lower needs pupils will move to new sites and eventual re designation of SSSfN as Specialist provision • Time frame?- very quick turnaround required, likely Sept 2017 opening • Impact on SSSfN Governance?- unlikely as will be managed by EES 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	
10.0	Policies		
10.1	<p>Local policies for ratification;</p> <p>1. Intimate Care Revision; proposed by AL, seconded by LS and unanimously approved.</p> <p>2. More Academically Able and Talented Pupils policy; proposed by SC, seconded by TM and unanimously approved</p> <p>3. Substance Misuse (Drugs and Alcohol); Governors queried use of illegal and requested removal- VS to adjust and revert</p> <p>4. Exams; proposed by JC, seconded by SS and unanimously approved.</p>	VS	
11.0	Governance		
11,1	<p>DR advised Governors that CC had transferred to Pinetree IEB to lend experience. As such, vacancies for nominated roles available ; Governors new roles as follows;</p> <p>Behaviour= SC</p> <p>Attendance =SS</p>		

	<p>Esafety= JRM PP=TM Governors were asked to consider role of Vice Chair and revert next LGB. Role of Stakeholder governor to replace TC to be advised at AGM</p> <p>In line with recent guidance issued under Governors Competency Framework, TA requested that training requirements be notified in order that a training provision for Governors can be formulated as well as capacity to deliver training.</p> <p>Awayday agenda distributed and Governors requested to confirm attendance to TA.</p> <p>Governors were advised to familiarise themselves with revised Governance Handbook January 2017 and attendant Governors Competency Framework, previously distributed</p>	<p>ALL TA</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	
12.0	Confidential Items		
12.1	TA reminded Governors of FEX questions for review of Exclusions by Friday 10 th February	ALL	
13.0	Impact		
13.1	<p>Introduction of meeting evaluation form as good practice for self-reflective practitioners to be completed by Governors on a rotating basis; JRM and JC this meeting.</p> <p>Impact;</p> <p>Concern late distribution of papers- due to sickness absence of senior staff</p> <p>Unprepared Governors- Governors are reminded that it is their responsibility to be adequately prepared prior to meetings</p> <p>Safeguarding report recommendations evidence of positive Governor impact improving outcomes for pupils</p> <p>Monitoring reports double check accuracy of information and actions across bases</p> <p>Ratification of policies to give clear and consistent guidance to staff</p>	ALL	
14.0	Next meeting date		
	27/3/17 LGB 4.30pm at Locksley School		
Meeting closed at 18.15			

Signed.....

Date.....