

# The Short Stay School for Norfolk Academy

## Full Governing Body Meeting

### Minutes

6th July 2015 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees		
Des Reynolds - Head (DR)	Chris Spencer (CS)	Vicki Setters - Dep HT (VS)- by invitation
Phil Harris- Chair (PH)	Jenny Bird (JB)	Clive Evans (CE)
Dennis Freeman (DF)	Sue Cooke (SC)	Trevor Cockburn (TC)
Chris Herries (CH)	Lynsay Barrett (LB)	Stefan Rider (SR)
Andriana Sneddon- Clerk		

No	Item	Action
1.0	<b>Apologies and Absences</b>	
1.1	Meeting opened at 16.35. Apologies were received and accepted from <i>Andy Lamb</i> .	
2.0	<b>Welcome and Introductions new Governors</b>	
2.1	PH introduced SR as a potential new Governor and asked him for a short personal introduction. SR outlined why he wanted to become a Governor at SSSfN in that he is the husband of a previous Governor here and aligned with his desire to get involved with his local community and strong personal interest in learning difficulties, felt that this vacancy was a perfect fit. SR left the room whilst the FGB considered his application.  JB proposed that SR be accepted onto SSSfN FGB.  Seconded by LB.  Unanimously accepted.  SR was invited back in and welcomed onto SSSfN FGB.	
3.0	<b>Declarations of Interest</b>	
3.1	There were none.  New Declarations of Interest will be completed by all members of FGB in September.	TRUST ADM



	<p>Autumn conversation with LA:</p> <ul style="list-style-type: none"> <li>• If sufficient funds were forthcoming he proposed increasing Primary capacity at SSSfN, DBS and Brooklands's sites.</li> <li>• The moving on of pupils within 2 terms either back to mainstream schools or specialist placements to release places. This achievement of this timescale had been low.</li> </ul> <p>CE questioned whether this timescale was still realistic as achievement had been so low but DR confirmed that this time was in the School's commissioning and he expanded that the time was not achieved due to the lack of sites available to take pupils at KS1;only 2 in Norfolk. He reported that he was exploring options at Earthsea but that any building works and provision would need funding. Furthermore, mainstream schools were generally reluctant to re-integrate the pupils and this would form part of the time conversation (see above) as well as exploring how the LA could persuade schools to accept pupils. DR recognized that the LA had limited powers of persuasion and that with a 6week trial period on reintegration, most pupils found a way to return to SSSfN.</p> <p style="text-align: right;">(VS LEFT THE MEETING AT 5PM)</p> <p>CE then asked if it was possible to charge the LA a higher rate if movement was not achieved and DR advised that he would discuss with LA funding issues and investigate the possibility of introducing funding bands for time and age as used in Special Schools but that this could offer LA an opportunity for claw back of funds at year end. He also offered a word of caution in that if charges were raised, as they have been for past 3 years, SSSfN could price themselves out of the market. Subsequently he advised Governors that he would propose to LA raising the number of commissioned places from 330 to 350</p> <p>PH asked DR to expand on the projected numbers of pupils for Autumn Term and DR confirmed that Primary will be full and that LA had been informed. This had given rise to his request for additional funding for additional classes. KS3 was not full as additional places had been commissioned at Include but there was a group of Y7 pupils needing specialist provision who would be referred to The Pinetree School at Thetford. KS4 was OK but DR warned that issues may arise in Engagement where he had concerns re the impact of providing 2 days alternative provision for 10-15 pupils on the budget .This figure is higher than usual. PH asked about other alternative provision providers to Include and DR confirmed that Futures were a local provider but that their admission policy requires pupils to have an EHCP and as these are quite difficult to achieve, few pupils could access this provider.</p>	<p>GOV QUERY</p> <p>GOV QUERY</p> <p>GOV QUERY</p> <p>GOV QUERY</p>
6.3		
6.4	<p>DR reported that Attendance was looking positive.</p>	
6.5	<p><b>Executive Head Teacher's Report-(previously circulated and attached);</b></p>	
6.6	<p>DR advised Governors that the Budget deficit should be cleared next year as the SSSfN had been successful in reducing the £240k overspend from LY and had introduced a range of measures to reduce expenditure further. He advised that the changing numbers of pupils always had an impact on the budget and he welcomed the high level of scrutiny by FMG.but warned Governors that there were still some areas beyond close control and that often found themselves with a difficult choice between having to spend on Supply staff in order to maintain safe staffing levels for increased pupil numbers and provide full time education .The current Alternative provision spend was £1.2m and he advised Governors that whilst they would actively attempt to keep to budget, this may not be achieved.</p>	

	<p>Governors discussed the responsibility to pupils and agreed that a solvent school in RI was of no benefit to its pupils and the importance for pupils to be educated in a school setting rather than e-learning. FMG would closely monitor Supply expenditure ongoing. DR to produce a Supply Protocol.</p>	<p>GOV SUPPORT FMG DR</p>
6.7	<p>DR advised of possible tight Cash flow situation over Summer months due to the gap between terms being longer. Despite chasing outstanding monies from NCC, he advised Governors that should this not be forthcoming, NCC invoices would be withheld in order to meet other invoices. Governors agreed with this strategy.</p>	<p>GOV SUPPORT</p>
6.8	<p>Staffing; DR reported that Staff absence still remains an issue with the absence management process taking up to a year to complete. CE asked why the process takes so long and DR replied that an approved process was followed which has prescribed time periods and targets and which also honours Staff Terms and Conditions (previous contracts.)He explained that if this process is not followed, SSSfN would be open to Industrial/Employment Tribunals for dismissal without proper cause and which would cost both time and money He reassured Governors that should staff be dismissed through this process, they could be confident that the process had been correct.</p>	<p>GOV QUERY</p>
	<p>CE expressed further concern over time and pointed out the impact on other staff wellbeing , and asked whether this time could be reduced/ alternative ways of managing this issue be discussed at Staff Forum. DR agreed to have this conversation with staff but was not confident of effecting any change.</p>	<p>GOV QUERY DR</p>
	<p>DR highlighted the issue of high staff turnover with reasons for occurrence.CH queried whether TA salaries should be raised in line with other sites in light of frequent recruitment costs for their replacements. DR confirmed that this will form part of the Autumn review of salaries</p> <p>DR further advised Governors that the recent uncertainty at Compass site had added to staff turnover but that generally the staff were positive and SC confirmed this from a recent staff forum where new staff had reported positively on atmosphere and supportive colleagues.</p>	<p>GOV QUERY DR GOV SUPPORT</p>
6.8	<p>Capital Developments; DR outlined works both completed and planned and Governors were pleased that such a comprehensive programme was possible with such a meagre Capital delegation of £16K TY. DR confirmed that several funding bids had been successful recently allowing further works to be scheduled.He confirmed that in the year since becoming an Academy, almost £500k expenditure to improve all sites had been achieved. However he highlighted to Governors the ongoing negotiations with LA regarding Belton where there are maintenance and lease issues. He advised that LA had offered a 5 year lease but that this had been refused until the boiler was replaced at a cost of £55k. CS asked why this 5 yr. lease was being offered now when there was still a year to run and PH regarded this as an encouraging sign that the LA would recommission.</p>	<p>GOV SUPPORT GOV QUERY GOV SUPPORT</p>
6.9	<p>Child Support Team; DR confirmed that following advice that CST should become a commercial entity,a start date had been agreed to TUPE staff to Engage Educational Services form 1<sup>st</sup> September 2015.He further advised that due to overspending in this area, a restructure and review of services will take place in Autumn Term in order to remain attractive to schools. Governors queried whether schools in clusters were not using CST due to Cluster decisions and DR noted that a Cluster Offer would be considered at the review in order to attract these schools.</p>	<p>DR GOV QUERY DR</p>
6.10	<p>Compass; DR advised that the new site at Lingwood is a very positive development but that there was no lease as yet. He would recommend to MAT</p>	

	<p>Board to agree a lease for 5 years.</p> <p>Recommissioning:DR is in negotiation with NCC and NSFT over becoming a single provider of therapy at Compass. DR advised that as Engage Mat would be the lead signatory, NSFT would have to accept that Compass was primarily a school and that work would commence in Autumn Term to improve pupil's progress. SC asked if Therapy provision could be defined and DR confirmed that the new partnership agreement he was brokering with NSFT would cover this as well as contract negotiations for staff cover for maternity/paternity/ staff absence.</p>	<p>DR</p> <p>GOV QUERY</p> <p>DR</p>
6.11	<p>Alternative Provision: Governors queried whether the proposed 2 days per week per pupil of alternative provision was achievable. DR advised that this may be returned to Governors for further discussion in the Autumn Term.</p>	<p>GOV QUERY</p> <p>DR</p>
6.12	<p>Teaching and Learning: DR reported that the introduction of Mandatory Marking Grids had been a success story with clear evidence showing impact. Governors applauded this introduction.</p>	<p>GOV SUPPORT</p>
6.13	<p>Improvement Planning;DR confirmed that the focus NY will be on Behaviour and determining how progress is monitored and evidenced in this area.SC agreed that Behaviour tracking needs improvement, especially in Secondary phase.</p>	<p>GOV SUPPORT</p>
<b>7.0</b>	<b>Committee Updates</b>	
7.1	<p>Standards; SC gave a summary of recent Committee meeting (Minutes attached). She reported that Lesley Moore had made a presentation on Maths and Attendance where policy and procedures were scrutinised and where it had been shown that monitoring lessons had a positive effect on pupils' outcomes.</p> <p>Resources and Personnel; CS gave a summary of recent Committee meeting (Minutes attached).</p> <p>CS advised FGB that with effect from September 2015 he would be stepping down from Chair of R&amp;P Committee and SSSfN FGB in order to focus on MAT Board and The Pinetree School. Other Governors should consider this committee vacancy.</p> <p>Property, H&amp;S; TC advised Governors that most issues raised at Committee had been covered by HT's report (Minutes attached)</p>	<p>FGB</p>
<b>8.0</b>	<b>SIDP</b>	
	<p>DR confirmed that a new SIDP for 2015-16 will be formulated for end of year.</p>	<p>DR</p>
<b>9.0</b>	<b>Pupil Premium</b>	
	<p>Governors confirmed that this had been scrutinized at Governor Away day. DR advised that NY's spending plan of PP funds was being formulated.</p>	<p>GOV SUPPORT</p> <p>DR</p>
<b>10.0</b>	<b>Risk Register</b>	
	<p>Items to be added:</p> <ul style="list-style-type: none"> <li>• CST income</li> <li>• New staffing teams at Lingwood, Belton and Brooklands.</li> <li>• Lingwood lease</li> <li>• Late running works at Lingwood</li> </ul>	<p>DR</p>

	CE requested that the R/R be scrutinized next term .DR advised that there are 2 R/R's and it was decided that SSSfN R/R would be scrutinised by FMG and MAT R/R would be scrutinized by Audit Committee once nominated.	GOV REQUEST
<b>11.0</b>	<b>Governor Training</b>	
	<p>New Training programme from NGLS was distributed.</p> <p>Governor Toolkits from NGLS were distributed.</p> <p>CS and DF confirmed they had recently attended Safeguarding and will enter on profile on GovernorHub.</p> <p>CS has attended Role of Chair- enter on GovernorHub</p> <p>SR will follow up attending Governance Now for new Governors.</p> <p>DR advised date that Seb Gasse, IP was available to provide Support and Training for Governors and Directors on 21/7/15. Several Governors were keen to participate. DR to confirm and organize.</p>	<p>CS/DF</p> <p>CS</p> <p>SR</p> <p>DR</p>
<b>12.0</b>	<b>E-Courier</b>	
	<p>New Ofsted Framework-distributed</p> <p>Advice that Help you Choose website is back on line from September</p> <p>E-learning re Asbestos awareness.</p>	
<b>13.0</b>	<b>Confidential Items</b>	
	None	
<b>14.0</b>	<b>AOB</b>	
	<p>SC proposed a Vote Of Thanks be passed to all staff in recognition of their hard work in helping pupils achieve progress and accreditation this year. All Governors agreed.</p> <p>SC also advised that 3 staff were leaving and a small gift and card would be provided by FGB.Donations would be kindly received.</p>	GOV SUPPORT
<b>15.0</b>	<b>Next year meeting dates</b>	
	<p>SC and PH to compile calendar . All Governors to advise via email unavailability, preferred Committee membership, Link Governor preference by 17/7/15.</p> <p>PH reminded all Governors to complete the Signing In Book at Reception on arrival and departure.</p> <p>Meeting closed at 18.35</p>	<p>SC/PH/FGB</p> <p>FGB</p>

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Signed.....

Date.....