

# Short Stay Co-operative Academy Trust

## Full Governing Body Meeting

### Minutes

9<sup>th</sup> March 2015 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Des Reynolds - Head (DR)	Chris Spencer (CS)	Gill Wardlow - SBM (GW) – by invitation	
Phil Harris- Chair (PH)	Chris Herries (CH)	Vicki Setters - Dep HT (VS)- by invitation	
Dennis Freeman (DF)	Sue Cooke (SC)	Trevor Cockburn (TC)	
Andy Lamb (AL)	Lynsay Barrett (LB)	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 Clive Evans and Jenny Bird. Nicki Ryder absent.	
2.0	<b>Declaration of Interests</b>	
2.1	GW advised Governors that Declarations of Pecuniary and Business Interest could not be found. The Clerk distributed copies to all present governors and these were completed and returned to GW. Absent Governors will be followed up at the next FGB.	CLERK
3.0	<b>Previous Minutes</b>	
3.1	The minutes from previous meeting( 19/1/15) were not available nor had been circulated by previous clerk. PH to look for a copy and circulate.  GW advised recommendations from earlier audit by FMGS for governors as follows; Previous minutes were incomplete/missing and of a poor standard not reflecting Gov challenge, movement of Governors and defining who had what role. Governors responded to this by <b>proposing (SC)</b> to now employ a Clerk from GS.  <b>Seconded by PH.</b>  <b>Unanimously agreed.</b>  <b>Minutes now recorded by GS Clerk.</b>  Further recommendations that photos and biographies were needed – SC provided that which was required. Clerk advised that this should also be published	PH          GW

	<p>on Website .DR will action.</p> <p>Policies need updating and a cycle used/ calendar produced.</p> <p>Awareness of Governor vacancies/Succession planning. Currently full but Governors were aware that in the next few months some vacancies will arise as some Governors may choose to take on a role with Engage MAT.( see point13)</p> <p style="text-align: right;">GW left the meeting at 16.50.</p>	<p>DR</p> <p>DR</p> <p>DR</p>
<b>4.0</b>	<b>Matters Arising</b>	
<b>4.1</b>	There were no matters arising as there were no previous minutes .See 3.1 above.	
<b>5.0</b>	<b>Head Teacher's Report ( report attached)</b>	
<b>5.1</b>	<p><b>Budget update and Financial Monitoring-</b>DR advised that the auditors have recommended that <b>all</b> governors should be members of the FMG (Financial Monitoring Group) in order that they would all be aware of the budgetary and cash flow position of the Academy. Governors discussed this and will await the formal recommendations of their report.</p> <p>The need for ToR was discussed and governors will await recommendations in report.</p> <p>DR summarized budget issues as follows: Having scrutinized the audited accounts, there is a deficit of £579k. He clarified to governors that this was made up of £400K loan used for Academy start-up costs and the remainder outstanding of £117k owed from the LA (April –Sept). DR has a meeting scheduled with them this week to discuss this amount as the LA are querying the figure as the school was under capacity during the Autumn Term. DR explained that, due to the nature of the pupils attending, this would always be the case. He explained to governors that should this money not be forthcoming, the resulting deficit would be resolved by closing Primary Provision in Great Yarmouth as well as reducing places at Earthsea and Potts Row as well as impacting on CST. Governors recognized the detrimental impact this would have and urged DR to be forceful in his negotiations with the LA.</p> <p>PH requested a report from DR on the outcome to be circulated to all Gobs by email.</p> <p>DR confirmed that savings had been made in Staffing and £50k on Insurances. Overall, this would give a minor surplus over 3yrs of £3k.</p>	<p>FGB</p> <p>FGB</p> <p>GOV SUPPORT</p> <p>DR</p>
<b>5.2</b>	<p><b>Staffing-</b> Regarding the set of classroom assistants, PH clarified that this is now a bank of TA staff on zero hour contracts. CH asked for a further explanation of how this would work. DR explained that these staff were contracted to 1 guaranteed day per term + 1 day training, they could be called in at any time for extra hours on top of the guaranteed days. This had been verified by R&amp;P Committee.</p> <p>SC commented on the Staff Support Plans for those staff whose lesson observations were below the acceptable standard. She had spoken to staff at Locksley and Roseberry who confirmed they felt the plans were effective,</p>	<p>GOV QUERY</p> <p>GOV MONITORING</p>

<p>5.3</p>	<p>evidence will be gathered ongoing.</p> <p><b>Capital Developments-</b> DR advised that due to a deficit of £4k at DBS as the need for hard standing had been overlooked, Climbing Boulders would not now be included. The project has been referred back to Sport England for approval. This will affect the start date but work would hopefully start at Easter.</p> <p>CH queried the level of pupils absconding leading to a review of fencing and site security. .AL explained that at Earthsea, as the site was next to a busy road and only protected by a hedge ,it would be a prudent small expense to substantially reduce the risk of harm to children trying to leave on their own. This has been approved</p> <p>As to Locksley, DR explained that even though there have been no recent cases of absconding, this does come in phases with some pupils prone to absconding or to influencing others to do so .There is a noticeable increase in Primary age pupils absconding and so more substantial barriers should be considered.</p>	<p>GOV QUERY</p>
<p>5.4</p>	<p><b>Child Support Team-</b> DR advised that the use of the Temporary Assessment Unit at Brooklands will be assessed at the end of the year and a consideration with costings will be presented to R&amp;P Committee if this is deemed to be a permanent need.</p> <p>DR advised Governors of the Therapy in Schools pilot being run by CST in collaboration with NSFT ( Norfolk and Suffolk Foundation Health Trust) in Wells and Cromer. An increase in use has led to a review of staffing with Wells now requiring 3 days wk. as opposed to 1 day wk. in other schools. To be reviewed.</p> <p>Regarding adding a specialist CSE (Child Sexual Exploitation) worker to the CST team, CH queried whether the Magdalen Group have links with the NCC Safeguarding (MASH) Team. DR confirmed that the Magdalen Group work in collaboration with them.</p>	<p>DR/GW R&amp;P</p> <p>DR/VS</p> <p>GOV QUERY</p>
<p>5.5</p>	<p>Compass West-Governors challenged DR about what is being done at Pott Row to alleviate the higher incidence of behavior and restraint incidents possibly due to lack of staff. DR confirmed that adverts have gone out for FT staff but that in the meantime a therapist is provided 2 days wk. and a Senior Assistant Compass Lead has been based there full time for half a term. Governors noted that they had seen this on a recent visit.</p>	<p>GOV QUERY</p>
<p>5.6</p>	<p><b>Alternative Provision-</b> Governors requested that DR compile a report showing Y11 GCSE predictions vs outcomes.</p> <p>Governors discussed potential NEET pupils and DR advised that he had met with NCC last Autumn and a project was supposed to have started for pre-NEET's but was abandoned due to non-attendance and safety issues. DR subsequently wrote a proposal for an intervention plan for those in danger of NEET but as yet has had no response.</p> <p>PH queried the NCC NEET report for 2014 leavers.</p> <p>DR advised that NEET figures for LY were much improved but still awaiting official figures. Governors understood that the tendency to become NEET was dependent on advice from Guidance Advisors but that this was inconsistent across sites and the county as the Advisors had all been recently made redundant. Governors discussed possibly recruiting own advisors and expanding CST to cover the need ;this type of provision may encourage the pupils to make more use of advice as it was provided by familiar staff .VS</p>	<p>GOV MONITORING</p> <p>DR</p> <p>GOV QUERY</p>

	<p>explained that those pupils in CORE may suffer the most as those in the ENGAGEMENT stream already have support and are in communication with post-16 providers. Governors recognized that this lack could be a real issue for pupils going forward and raised the following concerns to which they requested a report from DR in answer:</p> <p>Who has the legal responsibility for providing advice?</p> <p>Are all pupils entitled to advice?</p> <p>How satisfied are we that we fulfill IAG requirements?</p> <p>Outline of demand and cost implications if were to provide own.</p> <p><b>5.7 Improvement Planning-</b> DR assured governors that there was now a clear process of QA and that this term, evidence of impact will be provided. The use of MMG's providing better proof of ongoing pupil progress and evidenced marking was favorably reported on by DF.</p> <p><b>5.8 Engage Trust Update-</b> DR advised governors that the process was still on track for start date of 1<sup>st</sup> September 2015.</p> <p><b>5.9 ECP Visit-</b> The main point noted here was that the school remains at Good despite DR requesting a downgrade to RI due to marking and feedback issues. Governors were pleased but await the evidence of impact of MGG's.</p> <p><b>5.10 Data Dashboard-</b> Governors applauded the quality and impact of the presentation. DR to forward thanks to relevant staff.</p> <p>Governor queries as follows to be followed up:</p> <p>Roseberry through flow is low and needs looking at.</p> <p>There are not enough pupils moving on in 2 terms. DR confirmed that this is because the LA is not moving pupils to specialist placements across the age range. Governors asked that this be referred to the Annual Conversation.</p> <p>Governors did ask that where pupils are not moved in 2 terms, should the charge be increased? DR agreed in principle but advised that this would give cash flow problems. A further query over an LA response to not moving pupils on because it was the fault of SSSfN could be argued but evidence was available to refute this.</p> <p>Attendance was noted as a positive set of figures although Roseberry shows lower attendance. DR advised that an Attendance Audit Day was planned there.</p> <p>DR was asked to provide actual figures as opposed to %'s and girls vs boys.</p> <p>DR was asked to provide actual figures for Ethnicity as well.</p> <p>In response to a query regarding Guest Figures, DR explained that Roseberry looks over represented as children who had left had not been removed from records so numbers were cumulative. This has now been rectified to show actual numbers. Governors asked where the Guest Children were coming from, and to the response that some did come from out of county, Governors requested that the intake by geographic location be added to the report from September or a separate report produced showing this.</p> <p>CH asked for acronym explanation. Clerk advised a list is available in</p>	<p>GOV QUERY</p> <p>DR</p> <p>GOV SUPPORT</p> <p>GOV QUERY</p> <p>DR</p> <p>GOV QUERY</p> <p>DR</p> <p>GOV REQUEST</p> <p>DR</p> <p>GOV REQUEST</p> <p>DR</p> <p>GOV QUERY</p> <p>GOV REQUEST</p>
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	Governors Toolkit. It transpired that this has not been received by Governors. Clerk to request copies to be sent to Locksley for distribution..	GOV QUERY CLERK
<b>6.0</b>	<b>Committee Reports</b>	
<b>6.1</b>	<b>Standards Committee.</b> No report available -Standards will meet next week and report back at next FGB. Clerk requested a copy of ToR and all this year's Committee agendas and minutes.	SC
<b>6.2</b>	<b>R&amp;P-</b> Query was raised regarding the unsuitability of placing pupils in Belton following received notice to vacate the Spinney by September Governors noted how tiring it would be to move between Norwich and Great Yarmouth daily. DR will follow this up with the LA when he has meeting this week to discuss outstanding payment of £117k ( see 5.1) Governors requested that following this meeting, DR will come back to governors at next FGB with proposal.  Clerk presented Corporation Tax (ChA1) documents to be signed and returned to GW- Completed.  Clerk presented staff absence paperwork for signature and return to GW-completed.	DR GOV REQUEST
<b>6.3</b>	<b>Premises H&amp;S-</b> TC outlined to governors how the Committee operates and confirmed that following meeting last week the following issues will be addressed-  Roseberry needs a Legionnaire's RA.  Roof at DBS- see HT's report.  Bid for windows- result by 20/3/15  Heating piping at Locksley is not sufficient; this will be addressed by using portable heating.  TC also outlined the use of the Smartloc System recently installed at SSSfN which allows H&S issues to be raised and viewed. He indicated that to incorporate TAPF's on to the system would incur cost, this to be investigated at the appropriate time.  TC advised governors of the use of the CHAS register of approved companies for services. The use of this negated the expense of developing own database. Governors asked if these approved companies had DBS checked employees. TC believed not. This should be checked and arrangements made if these providers on site whilst pupils are in attendance.  ToR will be formulated at next meeting, following the R&P model  TC advised governors of a fire at Roseberry which had occurred during a science experiment. Following investigation by DR and Fire Brigade, Governors were assured that this was a freak accident and that staff response had been correct. He confirmed that this was not a reportable Incident..	DR  GOV QUERY DR P, H&S
<b>7.0</b>	<b>SIDP ( report attached)</b>	
<b>7.1</b>	VS gave an overview on progress to date on SIDP.  She was hopeful that the target for Priority 1 will continue to improve although she advised governors that the final results would not be seen until Summer.  For Priority 2 the tracking data was not yet available as there were always	

	<p>difficulties with a rolling cohort. She asked governors to note that the APS scores for last year exceeded National figures and she was confident that this could be improved this year. Governors asked whether the changes in assessing courses will detrimentally affect the results. VS believed not as pupils were not here long enough to complete course work, the new methodology should make no difference.</p> <p>Priority 3 VS advised that were currently exceeding LY's results and that this could be a result of having pupils for a longer time yielding better progress.</p> <p>Priority 4 Overall, VS reported that the Primary Curriculum was more advanced in implementation due to having known about requirements for longer. She confirmed that this was in place and being used across all bases.</p> <p>Secondary implementation was not as advanced but work was being done to give a best match skills based KS3 curriculum to enable smooth reintegration of these pupils into mainstream. In regards to GCSE English and Math's curriculums she reported that English is secure but that Math's is not yet ready.</p> <p>SEN Code Of Practice- VS reported that the new assessment programme is running well and is identifying pupils who had not been diagnosed at their previous school. Governors queried how this programme is better versus mainstream. VS responded that this was good as the programme was identifying SEN issues as well as behavior issues and they were providing a lot of advice out to schools. Governors asked whether we should give training to High Schools. VS advised that they should use CST service if needed</p> <p>VS reported on Red Rated challenges as follows;</p> <p>1.5- target bookmarks will be revisited to assess need.</p> <p>1.8- EAL needs to be addressed. Sharon Donaldson (BME/EAL) has looked at Primary provision at Kings Lynn and will report back ideas. She will also liaise with TAPFS for Secondary provision as they have larger EAL cohorts there.</p> <p>SC requested that the report is passed to Standards Committee..</p> <p>Governors asked whether we would receive more EAL pupils as they may struggle in class. DR confirmed that this was not usually the case but behavioral issues may arise where there is an underlying SEN issue in their home language.</p> <p>Governors asked whether we have a Language Audit for Staff .No but this should be borne in mind.</p> <p>2.3-VS that the Right to Learn had been abandoned.</p> <p>2.4-VS reported that this was about a term behind as it had required a lot of work to embed this in CORE and they were working out how to adapt this for ENGAGEMENT pupils.</p> <p>2.5-Catch up tracking data is not available until a complete cycle is finished. SC requested this data to Standards Committee for review in Summer Term.</p> <p>3.2- The purpose of this was to provide support to staff in weak areas and then quantify impact, focusing on Teaching and Learning, Marking and Planning. This will be progressed through Internal Review.</p> <p>3.4- Data is currently being accessed and from September, written plans will relate to this .How to facilitate regular meetings is being considered in order not to alarm staff.</p> <p style="text-align: right;">TC LEFT THE MEETING AT 18.30.</p> <p>4.4 –VS advised governors that attendance was on a 3 year rising trend but that</p>	<p>GOV QUERY</p> <p>GOV REQUEST VS</p> <p>GOV QUERY</p> <p>GOV QUERY VS</p> <p>GOV REQUEST VS</p> <p>VS</p>
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	<p>currently there was no one in post to fulfill this objective, nor a consistent process for recording across bases. DR/VS/GW to discuss who and how this will be fulfilled.</p> <p style="text-align: right;"><b>LB LEFT THE MEETING AT 16.35.</b></p> <p>Governors discussed, following this comprehensive report, whether The Governor Development Plan should also be RAG rated. It was suggested that this should be formulated during the proposed Governor Scrutiny Day.</p>	<p>DR/GW/VS</p> <p>FGB</p>
<b>8.0</b>	<b>Pupil Premium</b>	
	<p>DR distributed the Pupil Premium Report which will be published on the Website as per statutory requirements. He advised that Governors should be satisfied that this report demonstrates that the money is being spent on the correct pupils and whether its use is having an impact in closing the attainment gap between these children and their cohort. He reported that at SSSfN, the gap was, unusually for Norfolk, positive where PP pupils out perform their non PP cohort. However, there is a negative gap in KS1 Science which is being investigated.</p> <p>Governors asked why 50% of the money was spent on Alternative Provision. They were satisfied that where a large proportion of PP pupils were in ENGAGEMENT, a correspondingly large proportion of the money would be spent in providing alternative provision.</p> <p>Clerk requested clarification of named PP Governor. As none to date, PH proposed SC, Seconded by DF. Unanimously accepted. SC to access training via GovernorHub.</p> <p style="text-align: right;"><b>AL LEFT MEETING AT 18.45.</b></p>	<p>VS</p> <p>GOV QUERY</p> <p>SC</p>
<b>9.0</b>	<b>Risk Register</b>	
	<p>DR provided a report to governors with High Risk Areas marked Red. Mitigating actions were discussed and agreed.</p> <p>S07- Clerk clarified where Governor Monitoring Forms should be kept. DR to print off and file.</p> <p>Decision to carry forward queries raised by CE on Governor Monitoring Report to next FGB Meeting.</p>	<p>DR</p> <p>PH</p>
<b>10.0</b>	<b>ICT Report (attached)</b>	
	<p>DR summarized the report advising Governors that in general across the sites there were old computers, lack of Wi-Fi and poor connection/networking between sites. To resolve this a 2 stream infrastructure upgrade is proposed, outlined in the report, as well as a number of other issues to resolve concerning Information Security, E-Safety and Curriculum. This to be further discussed?</p> <p>Clerk requested clarification of named E-Safety Governor. Confirmed it is PH who will complete monitoring visits in Summer Term. Clerk to forward CEOPs approved e-safety questions to PH.</p>	<p>DR/FGB</p> <p>PH CLERK</p>
<b>11.0</b>	<b>Trust Report</b>	

	<p>Governors were made aware that under Engage MAT, the Full Governing Body of SSSfN will become the Local Governing Body, which is in effect a subcommittee of the Board. He urged Governors to familiarize themselves with The Scheme of Delegation which defines the powers, responsibilities and makeup of the LGB. He advised that the main changes relate to the appointment of HT and Deputy which will now move to the Board and changes in financial authorization limits. It was recognized that this GB may reduce in numbers as some Directors relinquish Governorship. See point 13.</p>	
<b>12.0</b>	<b>Governor Training</b>	
	<p>The Improvement Partner-Seb Gasser- is available to spend a day with Governors for training them in preparation for an Ofsted Inspection.</p> <p>DR will obtain dates for discussion and decision at next FGB meeting.</p>	DR/FGB
<b>13.0</b>	<b>Governor Recruitment</b>	
	<p>Following on from point 11 above, Governors also recognized that there will be Governor Vacancies to fill at TAPFS as well as the positions of Chair and Vice Chair at SSSfN. Clerk advised that there are Governor Recruitment Posters available on GovernorHub and likely places to draw people from locally.</p>	
<b>14.0</b>	<b>ECourier</b>	
	<p>MI58/15 –this report to be considered concerning Radicalization and Extremism. (Attached). DR was confident that as there are such low numbers of non-Christian faith pupils, these issues would be quickly identified and action taken. He had yet to encounter any issues around radicalization.</p>	
<b>15.0</b>	<b>AOB</b>	
	<p>The Clerk had received a request from Justine Berkeley of SBM Services to attend a FGB meeting in Summer Term to talk about Governor Roles and Responsibilities. She was invited to attend on 27/4/15. PH to note early inclusion on Agenda.</p>	GW/PH
<b>16.0</b>	<b>Confidential Items</b>	
	<p>There were none.</p>	
<b>17.0</b>	<b>Next meeting</b>	
	<p>Meeting closed at 19.20</p> <p>Next meeting- April 27<sup>th</sup>@ 1630 at Locksley School.</p> <p>Signed.....</p> <p>Date.....</p>	