

Short Stay School for Norfolk

Full Governing Body Meeting

Minutes

19th January 2015 @ 17.00

The Locksley School, Locksley Road, Norwich, NR4 6LG

Attendees		
Des Reynolds - Head (DR)	Phil Harris - Chair (PH)	Trevor Cockburn (TC)
Sue Cooke (SC)	Christopher Spencer (CS)	Andy Lamb (AL)
Nicki Rider (NR)	Dennis Freeman (DF)	Clive Evans (CE)
Donna Wright (Clerk) (DW)		

No	Item	Action
1.0	Apologies for Absence	
1.0	Apologies were received from C Herries, J Bird, D Freeman.	
2.0	Minutes of Meeting 20.10.14	
2.1	Two amendments to be made – T Cockburn did not attend the meeting and the clerk was asked to amend the spelling of Nicki Rider's name. Minutes of the last meeting were then agreed and signed off.	
3.0	Matters Arising	
3.1	Governor Hub training – to carry forward to next meeting. DR was congratulated by a governor on his recent tv appearances and the news features on ITV news. This was supported unanimously.	
4.0	Reports from Committees	
	a) <u>Standards Committee</u> The meeting was not held as it was not quorum. The Internal Review has recently been carried out. 2 departments were not	

reviewed due to staff illness – Primary at Douglas Bader and Engagement at Locksley. It was a joint observation of teachers and instructors evidencing marking, feedback and evidence of planning long, medium and short term. A problem was flagged up with marking and students written work. Instructors came out stronger than teachers. Instructors listen more and take on board the recommended practice which some teachers have more dated practice and are reluctant to change. The review was looking at strengths and behavior management. Safeguarding is very good and support staff are outstanding and directed well by teachers. Primary came out very strong across the board. The Primary team has worked closely and very hard on a common curriculum.

There are areas for development – as yet there is not a consistent curriculum in English and the foundation subjects. Use of criteria is sketchy and improvement is needed. The ILP is a powerful document and they are not used consistently by staff.

Challenge – Are we looking at progress over time or evidence of progress over time? Both – looking for triangulation of data. Currently not seeing evidence in books but data is showing progress. Actions have been taken – there is a new T & L policy and new Marking & Feedback policy. A new marking grid has been introduced. Work was done on this on PD day around valid, constructive comments. Many positive comments from staff.

Challenge – how do we monitor consistency across bases about quality of comments used on marking grid? XLT are doing weekly learning walks to check they are being done and of good quality. There will be half termly subject reviews across all bases and XLT Subject leaders are going out to other bases sharing good practice.

We have developed links with a mainstream school with 2 members of staff going to Thetford School to shadow English and maths with particular reference in the Shanghai Method. The next round of visits will include Food Tech, Art, PE and PSHE.

Challenge – are the staff being chosen on strengths and weaknesses? Yes.

Staff on a support plan are meeting with their XLT member on a fortnightly basis. We are looking at the next steps on data reports – changing data at teacher level. The effective use of ILP's is now incorporated into weekly meetings. Once the Mandatory Marking Grid (MMG) is embedded then the focus will move to ILP in the Learning Walks. Then Engagement will be scrutinized.

Challenge – how does this feed into the targets on the School Development Plans? This is evidence for the T & L plans.

The Chair thanked VS for all her hard work.

A discussion ensued around MMG's and the acceptance of it.

Challenge – What are the plans to do the reviews of departments missed by staff absence? These will be done after half term. The plan eventually is for the member of XLT for that subject to take ownership.

Governor SC stated that she had met with VS as link governor re this and found it very useful and would recommend this to the other governors.

	<p>b) <u>R & P Committee</u></p> <p>The Chair of the R & P Committee gave a verbal report. There are issues around the admin – additional hours had been agreed by R & P.</p> <p>A discussion had taken place about policies and at what level they needed to be approved at. The FGB approve but effectively just “rubber stamping” the committee’s recommendations.</p> <p>The accounts were approved and are now on the website. The FGB thanked GW for all her hard work on this and felt the auditors were less than efficient and this will be taken up with the auditors.</p> <p>A discussion took place around the bungalow at Douglas Bader.</p> <p>The Headteacher reported on the ‘Annual Conversation’ and its outcomes.</p> <p>Arrangements were looked at for cleaning staff.</p> <p>Confidential Minute: Future Compass arrangements were discussed. Staffing structures were also discussed under confidential minutes.</p> <p>c) <u>Premises Committee</u></p> <p>The work starts on the roofing works shortly and another bid is being submitted on Monday for windows.</p> <p>SG and CP are carrying out a feasibility study on the Norse contract.</p> <p>Compass Norwich – the temporary home has become permanent.</p> <p>Smart Log has been introduced and is live as at 19th January 2015. This is an online reporting system to ensure prompt repairs.</p> <p>d) <u>Financial Monitoring Committee</u></p> <p>This is proving very useful ensuring we stay within budget. We are generally within budget but there are concerns around Alternative Provision which is already at 43%. Miscoding problems are being resolved. The cash flow is ok up to June.</p> <p>The 6 monthly budget revision is due the end of February. We are still in our first year so we have no figures to compare with.</p>	
5.0	Head Teachers Report (verbal)	
	<p>DR had a meeting last week to find out what the data requirements of the local authority are so we can put the systems in place. Some additional systems are needed. LM and XLT are working on progress reports from the Autumn term. They have been developed and expanded from last year. It is helpful for government scrutiny to hold XLT to account.</p> <p>The focus on PD day was heavily on Teaching & Learning. There were staff implications for morale and work load. We need to ensure our evidence backs up what we know for Ofsted. We need to evidence marking and making progress over time.</p> <p>The new Secondary Lead at Douglas Bader (James Cox) has now been embedded and this has made Douglas Bader more consistent with the other bases. So this has created a data role for LM. Data is huge for us because of the transient, short term nature of our students.</p>	

	<p>Challenge – Will this lead to better information about the child when it works on? We have always been good at this – just having summative data.</p> <p>Compass Pott Row – some on-site therapy will be in place by the end of January. It will appoint its own therapist – very positive. There are some concerns around the quality of the buildings at Compass Norwich. Some work is being carried out. There are boiler issues at Compass Belton and this may need to be changed.</p> <p>The senior leader at Brooklands is currently absent and another member of the XLT is standing in.</p> <p>There are pressures around the number of children we have currently. At Douglas Bader there is less pressure on numbers but more pressure on physical space. There are plans being drawn up to divide some spaces to create additional room. At Rosebery there are issues around primary numbers – we currently have 10 children in a space designed for 6. The moving on places are full and mainstream schools are refusing to take the children back. We would ideally like more room at Rosebery but this is not possible.</p> <p>Earthsea has very challenging students and there are lots of physical assaults on staff. We are looking to address this with additional training.</p> <p>There is a challenge to staff morale at the moment. We have a number of staff at the Stage 2 Absence Process.</p> <p>The temporary classroom assistants start next week. Training was given around the Mandatory Marking Grids. New designated safeguarding officers are being trained.</p> <p>The census has been completed and we have 293 on roll against a commission of 250. We will now be over capacity for the rest of the year.</p> <p>Challenge – Will we be creating capacity? The bulk of our students are KS4 – yr 10 and 11. This creates a great pressure on financing.</p> <p>Primary numbers are in proportion with what we can do. We are set up for classes for 6. It is much harder to move primary students on at speed. The alternative provision has now spread to KS3. We need to move students on.</p> <p>Challenge – What about the 2 term turn around? That is an aspiration.</p> <p>Challenge – how many of our students go back into mainstream? It is almost a 50/50 split between mainstream and specialist provision.</p> <p>Challenge – Is there a shift in what is reintegratable or not? The schools want the students to be ‘perfect’ in behaviour before they accept them. The reality is the school will still need to put some more work in. Governor stated that the Local Authority Powers of Direction take time and the time scales are too long.</p> <p>Challenge – Have the numbers increased in secondary in Yarmouth? – No, the numbers are relatively static and if anything there has been a drop in numbers. However, the levels of social and welfare issues have grown in that area but only in line with the rest of the county. We have seen an increase in students from Dereham and North Walsham.</p>	
6.0	ECourier	
	The latest ECourier was discussed and circulated to the meeting.	

	<p>Michael Bateman is the newly appointed Head of the Inclusion Service. It was suggested that he is invited to the SSSFN for a visit.</p> <p>Attendance was discussed. We have good evidence of robustly challenging non-attendance with monitoring letters and fast track letters leading to prosecution and this information will be added to SIMS eventually. We have a higher rate of non-attenders coming to us.</p> <p>Challenge – Do we get students’ attendance figures when they arrive at SSSFN? Normally yes.</p>	DR
7.0	Update from Trustees	
	<p>An update was given by DR re being approved for MAT. We have received a £70k sponsor capacity grant from DFE and have been offered our first project school. DR has met with the trustees of the school in question to discuss finances, numbers etc. There are more conversations to be had leading to DR visit. The DFE are happy for it to become ours.</p> <p>Solicitors work is being done to change the Articles of Memorandum for MAT. We are awaiting a quote.</p> <p>DR is currently finalizing the bid for the EBD school in Kings Lynn this week.</p> <p>Challenge – An issue for the governing body to consider – was it correct for members or Directors of MAT to be governors? The DFE says it all needs to be finalized within 6 months giving us time to find new governors. We need to look at recruiting more governors.</p>	
8.0	Forums	
	<p>The staff forum dates have been confirmed – Monday 9th March 2015 and Monday 8th June, both 1 – 3 pm at the Locksley School.</p> <p>Stakeholder Forums need to be organized</p>	DR
9.0	Governor Training	
	<p>Governor Trevor Cockburn has completed his Health & Safety Premises Levels 1, 2 and 3. TC was asked to provide a copy of the certificate.</p>	TC
10.0	Risk Register	
	<p>The Risk Register needs updating. The Chair asked the Clerk to put this on the next agenda in a higher position.</p>	PH / DW
11.0	Items Deemed Confidential	
11.1	<p>There were no items deemed confidential.</p>	
12.0	Any Other Business	
12.1	<p>A discussion was had regarding the start time of the meetings. It was agreed that</p>	

	<p>Full Governing Body would start at 4.30pm and the Resources & Personnel Committee meetings would start at 5.00pm.</p> <p>It was requested that Governor visits to bases should be added to the agenda as a regular item.</p> <p>A report on the Child Support Team was requested. DR will provide this. Also an IT Report was requested from the Chair.</p>	<p>PH / DW</p> <p>DR</p>
13.0	Date of Next Meeting	
13.1	<p>The date of the next meeting is Monday 9th March, Locksley School at 16.30.</p> <p>The meeting closed at 6.45pm.</p>	