

Short Stay School for Norfolk

Full Governing Body Meeting

Minutes

20th October 2014 @ 16.30

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

Attendees

Des Reynolds - Head (DR)	Phil Harris - Chair (PH)	Trevor Cockburn (TC)
Jenny Bird (JB)	Christopher Spencer (CS)	Andy Lamb (AL)
Sue Cooke (SC)	Clive Evans (CE)	Vicki Setters (VS)
Lynsay Barrett (LB)	Chris Herries (CH)	Dennis Freeman (DF)
Nikki Ryder (NR)	Donna Wright (Clerk) (DW)	

No Item

Action

1.0	Apologies for Absence	
1.0	Apologies were received from Clive Evans and Phil Harris would be late so Sue Cooke to chair in his absence.	
2.0	Minutes of Meeting 15.09.14	
2.1	One amendment to be made – Chris Herries is the Link Governor for Locksley and not Chris Spencer as stated in the minutes. Minutes of the last meeting were then agreed and signed off.	
3.0	Matters Arising	
3.1	No matters arising.	
4.0	Attainment report from the Year 11 cohort	
4.1	<p>DR delivered the Yr 11 attainment report. There was a distinct improvement to be celebrated. There are 2 key areas – progress and attainment. The attainment was more challenging as the students are with us short term and normally arrive in Year 11 and often late into the year.</p> <p>There was a significant rise in the qualifications gained overall and also in level 1 and above. However, the numbers are still lower than we would like and we still have a way to go. It was asked if the qualifications include the unit awards – yes. There are more higher qualifications than before. It is a great positive that we had</p>	

	<p>increased the number of students we kept in the classroom. It shows evidence of a balanced and broad curriculum which is a testament to the versatility of our students.</p> <p>We now need to lower the number of students leaving with no qualifications. This will be achieved with more rigorous monitoring and more appropriate placements. Last year the emphasis was on attendance doing more fast track and more warning letters. The key area is the students who left with no qualifications.</p> <p>It was much harder to get English and Maths qualifications for engagement students as they are off site much of the time and the profile of the student is much harder. We need to work with the engagement students to achieve a recognized qualification from the alternative providers.</p> <p>A governor asked if we can track where the year 11 cohort are now? The 'destination survey' will be available approximately March time (NR).</p> <p>The gender differences in results are relatively small considering the proportion of boys to girls – 75%/35%. We need to be consistent across the bases despite the difference in size of bases.</p> <p>It was asked how we compare with other PRU's? The information to make a comparison is not available – only data in regard to attendance and NEET. DR said he will ask the individual PRU's himself and compile the report himself.</p> <p>Staff should be congratulated on the rise in attainment as this represents much hard work. This report has been shared with all staff. SC as Chair thanked all the staff for their hard work. TC said he would like to see similar reports relating to other areas – ICT, Literacy. The prediction data will be available in the second half of the Spring Term. NR said she would like to see the attendance data (currently found on the data dashboard) sit alongside to see the correlation.</p>	DR
5.0	Reports from Committees	
5.1	<p>a) Standards</p> <p>JB delivered the report. The Terms of Reference will be approved at the next meeting on 12th November.</p> <p>b)Resource & Personnel</p> <p>DR delivered the report. The references to the LA had been removed and had looked at additional income, staffing costs and cost cutting. The deficit had been discussed. Policies tabled had been approved and the Services to School contract had been looked at. The Annual return for Companies House had been completed and Gill Wardlow had been appointed as Company Secretary. The Classroom Assistant bank had been approved and staffing issues were discussed.</p> <p>c)Property, Health & Safety</p> <p>C Paige and S Grant have been successful in the bidding for roofing work . The training matrix is very full and all staff have been trained satisfactorily. Pott Row is just waiting for the ICT and phone to be sorted.</p>	

	<p>A new solicitor is in the process of being appointed to deal with the lease of the bungalow at DBS.</p> <p>CP and SG had complained about the amount of work needed behind the scenes to manage the Norse contract. SC said it was not just about value for money but if we could cover sickness, and we would need to factor in the need for skeleton staff at all times.</p> <p>d)Financial Monitoring Group</p> <p>Comprises of Phil Harris (Chair), Clive Evans, Des Reynolds, Vicki Setters and Gill Wardlow. This group was born out of the deficit and the need to manage the budget closely. A monthly financial monitoring record has been created and this will identify areas of concern, underspend and areas of expenditure against budget. The record will be available at each FGB meeting. It will give us early warning of any problems.</p> <p>e)Future report back from committees</p> <p>In future PH suggested that the report back from the committees takes the form of a one page highlight report from each of the committees. PH to compile.</p>	PH
6.0	Risk Register	
6.1	Governor CE had offered feedback and suggested a split between the Trust and the school. The risks to the school and the trust are graded and the auditors had highlighted the need for this. There have been no changes since last time.	
7.0	Forums	
7.1	DR extended the invitation for all governors to attend the staff forum. PH would like to see better attendance and welcomed any ideas to encourage this. He thought it would be useful to include the Chair of Governors from other schools. DR said that he thought this would take time to develop and it was discussed using other meetings such Network meetings, SENCO meetings, Maths meetings to promote these, using flyers for governors to hand out. DR to develop flyer.	DR
8.0	Governor Training	
8.1	PH has now completed his training – Chairs of Governors’ Leadership Programme.	
9.0	Verbal School Update	
9.1	<p>The numbers are higher than ever before at the beginning of the year. There are significant concerns about the number of students at Key Stage 3. We are already full – Rosebery is 4 over, Locksley at capacity, Douglas Bader at capacity.</p> <p>We were 25 students over capacity for the whole of the last Summer term and the LA has agreed to pay £117k for being over capacity and extra resources.</p> <p>We are expecting to be over capacity by January 2015. The LA is about to have a purge on reducing the number of exclusions and CS asked much power they have to enforce this? DR replied limited. There has been a massive increase in the number of primary age children coming to us.</p>	

	<p>There has been a good start to the year regarding behavior. Pott Row is disadvantaged in that it is meant to be a compass but there is no therapeutic input currently.</p> <p>Staff illness was great in the first half term but this is being managed. Engagement presents challenges regarding limiting the cost. We are expanding the work experience provision but we need to do it within budget.</p> <p>Compass Belton has new KS1 provision, Brooklands numbers are low currently but are growing rapidly, DBS is in a transition period with the secondary leader post but staff are managing well, despite high levels of absence. Locksley is a very stable base with Primary being very challenging. Earthsea has a large number of students with a large influx into Earthsea House, whilst Compass Norwich has building issues. Rosebery started with low numbers and is seeing a rapid increase now, already being over capacity in Primary.</p> <p>Governor asked at what stage will numbers become a staffing issue? It can't be allowed to become a staffing issue and Alternative Provision will be used which then becomes a budget issue. This is now being monitored by the Financial Monitoring Group.</p> <p>We are now in a situation where we are full and cannot take any more students so either more places need to be commissioned (ideally with a new centre in the East) or we need to say we are full. This needs to be discussed and a decision made as to when we reach capacity. Governor said that hopefully a 'blitz' on reducing exclusions will include a similar one on re-integration as this process takes much longer and effects the child.</p> <p>PH would like to invite James Joyce into a meeting as this is a big area of OFSTED concern. The Chair could ask Sheila (Interim Director) what the intention is, but this needs to be discussed before the situation arises. SC says get a politician in!</p> <p>NR says a Statement of Intent is needed from Children's Services . DR – we always take children who don't necessarily fit our commission. NR agreed. The increase of numbers typically means more students into engagement and pressures on the budget.</p>	<p style="text-align: center;">PH</p>
10.0	Governors' Action Plan	
10.1	<p>Starts with Key priority 5 to bring it into line with SIDP in line with VSetters side of the plan. PH and TC thanked SC for all her hard work.</p> <p>PH wanted "All Governors" to be more specific to try to involve specific people in specific issues. Would like Governor Action Plan on each agenda as this needs to be monitored.</p> <p>5.2 Encourage use of Management Information Sheet. Clerk to send link to all members of Governing body to sign up for emails</p> <p>5.4 Staff Forum</p> <p>5.6 Ensure governor feedback is standard minuted feedback.</p> <p>5.8 Link governors to pay termly visits. The Governors Handbook has this process.</p>	<p style="text-align: center;">DW</p> <p style="text-align: center;">All Govs</p> <p style="text-align: center;">All Govs</p>

	Clerk to produce a contact list for each base.	DW
11.0	Update from Trustees	
11.1	The Trustees are looking at the application for multi-academy trust. The purpose of this is two-fold – the DFE is quite keen and also in order to bid for the new EBD school in the West we must be a multi-academy. We are bidding on a development fund of £75k. The new branding for the Short Stay School was discussed.	
12.0	Items deemed Confidential	
12.1	None	
13.0	Any Other Business	
13.1	SC said the 2 day interview process for secondary leaders had been very good, well organized and with excellent governor involvement. It should be noted that the internal candidates knowledge of safeguarding stands out against that of external candidates.	
14.0	Date of Next Meeting	
14.1	The date of the next meeting is Monday 17 th November 2014, Locksley School at 16.30	