

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

27th April 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)
Andy Lamb (AL)	Lynsay Barrett (LB)	Deborah Steele – Acting Clerk

No

Item

Action

1.0	Apologies and Absences	
1.1	Meeting opened at 16.35. Apologies were received and accepted from <i>Chris Herries</i> . It was recorded that Nicki Ryder has resigned as a governor and will take up the appointment of Commissioner (as of the date of the meeting).	
2.0	Declaration of Interests	
2.1	Reminder and completed forms provided by Andy Lamb, Clive Evans and Jenny Bird.	
3.0	Previous Minutes	
3.1	The minutes from previous meeting (circulated in advance) 9 th March 2015 – agreement and signature.  FGB Minutes March 2015.docx (Agreed without amendment) Proposer AL Seconded by LB. Unanimously agreed.	
4.0	Matters Arising	
4.1	Page 1 it was noted from 010415 the title for the Minutes to read “The Short Stay School for Norfolk Academy”. <u>Summary of actions from Minutes 090315:</u>	

	<ol style="list-style-type: none"> 1. Done 2. Code of Conduct – JB and CE to sign ACTION Clerk send copy 3. ACTION PH to resend 4. Published biographies – ACTION DR to add to web site 5. Done 6. FGB attendance at Monitoring Group – Done and it was noted it is not practical for all governors to attend and the statutory requirement is for the FGB to see the whole accounts annually. ACTION DR to circulate date of Governor event at which the annual presentation of accounts will be listed. 7. Done 8. Done 9. Carried forward ACTION Clerk to add to agenda 10. Carry forward ACTION Clerk 11. Carried forward ACTION Clerk 12. DR confirmed the report has been received. ACTION DR send to governors. Governors were advised of the positive result. 13. Done 14. Done 15. Done 16. Done 17. DR advised the Toolkit was not found in the school and ACTION Clerk to request additional hard copies from GS. 18. Done. 19. Done 20. Carried forward ACTION DR and delegated to Premises Committee. 21. Done 22. Done and noted data in dashboard document 23. Carried forward ACTION Clerk 24. Ongoing and carried forward (September) due to timescale ACTION Clerk. 25. Done It was noted audit ongoing and data in dashboard and Autumn term progress document. 26. Carried forward ACTION Clerk 27. Carried forward and ongoing ACTION Clerk 28. Done 29. Done 30. Risk register – ongoing and carried forward ACTION DR 31. Carried forward ACTION DR/PH 32. Carried forward ACTION Clerk 33. Done and date to be circulated ACTION DR (Away day for governors) 34. ACTION Clerk/PH 	<p>CLERK PH DR</p> <p>DR</p> <p>CLERK CLERK CLERK</p> <p>DR</p> <p>CLERK</p> <p>DR</p> <p>CLERK CLERK</p> <p>CLERK CLERK</p> <p>DR DR/PH CLERK DR CLERK</p>
5.0	Head Teacher's Report	
5.1	<p>Head Teacher's Report (Note verbal report and next meeting bi monthly written report) and see supporting documents circulated in advance.</p> <p>Finance DR advised work on the budgets (September 2015 to September 2016 and Three Year Budget) is ongoing pending the receipt of an outstanding reply from the LA and a decision by the Board of Trustees. While the budget for this financial year has an end of year £25,000 surplus, this can only be achieved as a result of significant changes to reduce expenditure, increase</p>	

income and reduce the deficit at the start of the year of £579,000.
DR advised governors on the two key issues which require action in order to secure a balanced budget:

1. Increase in income and
2. A staffing review staffing and change to alternative provision.

In addition the £200,000 deficit identified during the year as a result of the LA decision to claw back funding, will require 2/3 years to clear. DR reminded governors of the history in that the LA, at the December review of funding, agreed an increase of top up to £7000 with overall placement cost of £150,000 and to fund a one off payment for being over capacity. The LA later queried funding of the supported placements (children at the Locksley school without PEX) and declined to include such children in the figures resulting in the over capacity payment of £170,000 not being paid.

The issue was discussed again and for the period April 2015 to April 2016 the LA has agreed to increase funding paid to £7350 (DR reported he successfully argued the need to make up the deficit and the LA decision to add the deficit into top up). The difference is that the top up is paid across a different financial period and for the Academy this will be over two financial years and so will not offset the deficit in the same way.

DR reported that from Easter 2015, as a result of the LA decision not to fund supported placements, the Academy will no longer take children in this category. To date (a two week period) this has resulted in 13 children being refused a referral to the school. Many referral forms were not completed properly and were rejected on this basis, two PEX's were from specialist schools and under the contract the school is not required to take these children and so refused the referral, and one primary PEX refused due to lack of space as Primary is above capacity and unsafe to take additional children.

DR advised the LA has not moved children on and while a number require specialist placement, there are a number of children (13 not including Year 11) who have been in school longer than a year (note: should only be a two term placement).

There is also an issue around how capacity is calculated and the LA do not recognize the school is above capacity and DR advised he has had to use his professional discretion that it is unsafe to take more children.

DR advised while he is uncomfortable doing this and it is important to ensure appropriate referrals are taken to protect the Academy. For every child not referred the LA is not providing the education it is legally required to.

CE asked what happens to the children and DR advised they stay at home while a placement is sought at a specialist school. This has resulted in the LA having to find the appropriate specialist placement as a priority. If home tuition is provided this is at an increased cost to the LA and DR advised while he does not like saying "no", it is about balancing the needs of the school and ability to be "outstanding". TC supported the Head and stated it is an LA issue, in the past the LA has taken advantage of the flexible approach adopted by the Academy.

DR reported on an increase in LA funding per place for Earthsea and Compass (note: Pott Row is funded on a "per place" basis unlike the other Compass sites) from £26,000 to £27,000 with 6 places commissioned by NCC from September 2015.

Staffing – see Confidential Minutes

DR summarised:

- the long term deficit is likely to be met as a result of the revision to the cost of

GOV QUERY

GOV SUPPORT

	<p>Compass provision</p> <ul style="list-style-type: none"> • At the end of the next year the funding is due for re commission, and the LA has indicated it will be considering a single provider (i.e. not put to tender). • Future issues will be around structure and cost. • If the cost per place (Compass) is agreed at £24/25,000 per child (48 places) with managed staffing budget, sufficient income would be generated to reduce the underlying deficit over the next two years (risk noted). <p>TC asked about current charges and difference between sites and DR advised as a result of the change income would increase from £900,000 to 1.2 million. DR advised the current funding arrangements are historical based upon old funding streams for 30 places; currently there are 36 children placed. Pott row is funded outside of the current agreement. PH asked at the length of contract and DR advised 3-5 years. CS asked about moving Compass into the Trust and would this resolve issues and DR advised this is not possible as legally it will always sit as part of the Short Stay School although the leadership structure can be changed. It was noted the papers will be first circulated to the Trust Board (180515) and then to FGB.</p> <p><u>Financial disputes update:</u></p> <p>1. The Services for School (SfS) team (who manage contracting for the Child Support team) emailed at the end of the last term and stated there was an overpayment of £90,000 (CST income). DR advised he has requested evidence of the overpayment, a meeting and how the SfS team will address the accounting processes leading to such an overpayment. No reply has been received. DR advised there is a wider issue as the Academy currently pays 1% for this service.</p> <p>2. NPS – primary building roof repair and ongoing dispute over cost of repair (11k) and DR advised this was not agreed in advance and he is disputing liability for payment.</p> <p><u>Dashboard</u></p> <p>DR commended the team on the quality of the data produced and thanked them: Page 2- see previous discussion regarding LA moving children on. Attendance – good compared to national Pupils on full time hours is a newer measure and work is ongoing on the accuracy of data; improvement is expected in next data dashboard Vulnerable groups – note how over represented they are including LAC; minority ethnic is the only area where not over represented Current Year 11 (NEET) – of the 40 students at risk, 18 have met their Guidance Advisor and 5 have meetings arranged. The Year 11 prediction report will contain more detail Page 9 and 10 – increase in data on guest pupils. It was noted the governor questions at the previous meeting are included in the document with responses. SC thanked Lesley Moore for pulling the data together and noted on this dashboard requests made by governors have been incorporated into the current document. PH asked about students not moved on and DR advised a Monitoring and Evaluation Report (MER) is provided termly to the LA (note: the MER is limited to LA funded children) and the content is different to the Data dashboard figures; this causes issues. The MER is a snapshot of a given date and is less accurate. ACTION DR circulate MER to governors. TC asked how does Ofsted review attendance and what it is it measured against; DR advised it should be reviewed in the context of the school hence the comparators with like schools; currently attendance is above national average. It is also about looking at the individual child and progress made. DR advised it will be a</p>	<p>GOV QUERY</p> <p>GOV QUERY</p> <p>GOV QUERY</p> <p>GOC CHALLENGE</p> <p>GOC QUERY</p> <p>DR</p> <p>GOV QUERY</p>
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	<p>weakness along with overall academic attainment. TC supported the work ongoing and DR advised Roseberry is lower than others and VS is working on improving attendance and providing evidence of the work done, process and governance.</p> <p>PH asked if transport and accessibility has an impact on attendance and DR advised there is a common factor in that there are new collection points for children whereas previously they were collected from home by taxi. It is of interest to see if this has had an impact however it has to be said that the children were collected in the same way in main stream school (if attending).</p> <p>Some of the children with worst attendance are awaiting placement with a specialist schools and it is important to ensure action taken to enforce attendance. PH noted the comparison with Douglass Bader (which has 100% taxi provision) and Locksley as similar and the taxi provision has not improved attendance.</p> <p>Updating Safe Guarding (SG) Policy and see doc circulated in advance DR referred governors to new guidance issued by DfE 260315 which resulted in the re write of the SG policy (changes to terminology). Proposed TC and seconded CS and unanimously agreed.</p> <p>PH and DR reported on the meeting to conduct the SG (self-review) Audit and see document circulated in advance. Highlighted from the Action Plan is better publicising of private fostering by staff. DR advised the SG written report will be circulated before the next FGB meeting. ACTION DR</p>	<p>GOV SUPPORT</p> <p>GOV QUERY</p> <p>DR</p>
<p>6.0</p>	<p>Committee Reports</p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Standards Committee. SC advised governors on a positive March meeting with scrutiny of whole school review and retention of evidence for future reviews. Governors considered a wide range of evidence including reports and schemes of work. A suggestion was made to capture data of SSfN visitors and reasons for the visit.</p> <p>School Improvement Plan - considered and in particular engagement. Due to resignation of NR another volunteer is required to fill vacancy. Report requested on ILPs use and improvement in effectiveness of their use in the past.</p> <p>R&P- CS reported on a detailed meeting in April and discussion of a number of issues already covered in the HT report. The Auditor provision has gone out for tender and will be determined by the Board.</p> <p>The Business Continuity Plan was considered and actions under the Audit Report. DR advised on the two audits, one being external (Financial Value for Money agreement random audit – see previous meeting 090315 minutes) and one internal by SPM Services dealing with financial management (a return visit is planned in June 2015). Risk register updated.</p> <p>Private health care provision for staff (Benedon) to be trialed for one year to support staff welfare and well-being and reduce staff absence through quicker access to provision. IPRS support is retained. DR (SEO) Trust secondment two days a week to be covered by VS and Deputy Head teacher secondment to be filled. Details are set out in the minutes (to be circulated).</p> <p>Premises H&S- TC advised meeting due 150515 @16:30.</p>	

6.4	DR advised on additional office space created at the Locksley school for the finance team. Financial Monitoring Group - PH advised a meeting will be set after the Board approve the Budget.	
7.0	SIDP (report attached)	
7.1	DR advised on the need to RAG rate the Governor plan at the Development Day ACTION Clerk agenda item. It was noted the review of Monitoring is an agenda item for the Standards agenda.	CLERK GOV CHALLENGE
8.0	Pupil Premium	
	See document circulated in advance and SC asked for additional evidence to be included. VS advised it has been time consuming to collate the data and it will be shared with governors. ACTION VS PH questioned auditing of the PP spend and SC advised while expenditure is set out in the report, there is no evidence of impact. ACTION DR circulate proposals for allocation of PP funding for the next academic year (for agreement).	GOV CHALLENGE VS GOV QUERY DR
9.0	Risk Register	
	R & P Committee had asked for items to be added (see Minutes) and the Register will be updated accordingly. As a result of the strategic decisions to balance the 2015/16 Budget, it was noted the Register is likely to require a detailed review and identification of actions to manage risk (see Minutes & Confidential Minutes). In addition any changes as a result of the Compass contract review will require a further amendment of the Register. Governors noted the Register is due a review in FGB and ACTION Clerk agenda item.	GOV CHALLENGE CLERK
10.0	Governing Body Structure	
	Governing Body Structure – see document circulated in advance DR reminded governors that from 010415 the GB changed from a GB of a single Academy to a Multi Academy Trust with new Articles of Memorandum and processes in place for the GB role. The Board of Trustees has overall responsibility for the Multi Academy Trust and has delegated (some) powers to the GB. Currently a number of Directors are also Governors and over time more Directors/governors will need to be recruited. It was noted Trustees can attend GB meetings as governors. a) Scheme of Delegation – see document b) Resignation - NR c) Recruitment - PH stated governor recruitment is the main issue and DR confirmed he has approached GS to assist in the recruitment of governors and asked governors to assist. Governors discussed advertising for governors, local Law Society, Chamber of Commerce, Voluntary Norfolk and ACTION DR to draft advert and PH to make contact with local groups and place advert. d) Training - SC completed PP training.	DR/PH
11.0	ECourier	

	Nothing to report	
12.0	Report Back from Engage Multi Academy Trust	
	<p>DR advised post 010415 Thetford was transferred to the Trust and the advert for a HT is due to be published. Improvements have been made on lesson observations, monitoring and fire safety standards. There have been a number of PEX's and work is ongoing with Year 11 students and the imposition of rules and boundaries has not been well received. In the event of an inspection DR reported the progress is well on the way to RI and will no longer be inadequate post May half term. DR predicted the school will be "good" by December 2015 (with progress data to evidence improvements). Staff feedback has been generally positive. PH noted the press interest and DR advised this is likely to continue.</p> <p>The bid to transfer the BSD school was unsuccessful and the transfer went to Catch 22. DR reported the feedback indicated a one point difference and the successful Academy was said to have more experience as a national Trust. The feedback was that the Academy was a viable provider. Future bids will depend upon the outcome of the election.</p>	
13.0	Any other business	
	<p>DR reported on a proposed (all day) Governor and Director Engaged Trust away day at Drayton Old Lodge Saturday 30th May 2015. All governors were asked to attend.</p> <p>Governor training day – 25th June 2015 at 08:30 (apologies SC and TC) at the Locksley School (Ofsted awareness).</p> <p>Finance Monitoring Group – it was noted date to be set post completion of the Budget proposals and agreement.</p> <p>PH reported the East of England Society have agreed to open discussion with the Academy Trust.</p> <p>SC reminded Link Governors of the need to visit this half term and complete monitoring forms. VS advised post half term internal reviews are planned and recommended governors link in to that.</p> <p>Governor photos – DR to complete ACTION</p> <p>Governors were reminded to use the governor visitor book to record visits.</p>	DR
14.0	Items deemed to be confidential	
	See Minutes.	
15.0	Next meeting	
	<p>Meeting closed at 18.50</p> <p>Next meeting- 6th July 2015 @ 1630 at Locksley School.</p> <p>Signed.....</p> <p>Date.....</p>	