

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

5th December 2016 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees		
Des Reynolds - CEO (DR)	Jenny Bird (JB)	Vicki Setters - Exec Head (VS)
Sue Cooke (SC)	Cath Catt (CC)	Jan Casey (JC) Stefan Rider (SR)
Trevor Cockburn (TC) Tony McGhee (TM)	Lynsay Barrett. (LB) Laura Sutton (LS)	
		Andriana Sneddon- Clerk

No	Item	Action	Y/N
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1.0	Apologies and Absences		
1.1	Meeting opened at 16.30.		
1.2	Apologies were received and accepted from Sandra Summerfield and Andy Lamb.		
1.3	Leila Stubbs and John Rous-Milligan were welcomed to the meeting as new Governors; brief introductions were made.		
2.0	Declarations of Interest		
2.1	Standing interest of TC and DR; no impact agenda items JRM It is noted no staff vote to ratify policies at point 13		
5.0	Succession		
5.1	Due to vacant position COG, imminence OFSTED visit and research of other MAT's, SC proposed that DR take the Chair until another governor felt able to take on the role, seconded by TC and unanimously approved. Service Level Agreement (SLA) between ET and SSSfN to provide central support services proposed by JC for acceptance, seconded by LS and		

	unanimously approved. SLA was signed by DR and CC.		
3.0	Previous Minutes		
3.1	Minutes (27/916)–Proposed by JC and seconded by TC as an accurate record without amendment and signed off by the Chair.		
4.0	Matters arising		
4.1	Matters arising as follows; Rosebery weak attendance attributed to taxi collection arrangements: DR advised that this is regularly discussed with LA. Clerk advised action from Standards Committee to write to County Councillors expressing this concern; SS to revisit issue during monitoring visit and report to Standards Committee for review Subsequent to recent data analysis where it was found Rosebery best base improving attendance and data would therefore not support query raised, it was decided to hold sending letter.	CLERK	
4.2	Staff wellbeing survey issued via Survey Monkey- results to be correlated October. c/f next LGB		
4.3	Identification of e-coli in Earthsea building water system: DR reported that secondary testing had revealed codiforms in water supply and currently assessing remedial options of new borehole, conversion to mains supply or installation cess tanks. Boil notice and hand washing notices still in force. DR updated likelihood of mains water connection to avoid future recurrence.	DR	
4.4	DR advised Staff Stress Protocol in draft based on NUT template		
5.0	Succession- as above		
6.0	HT's report		
6.1	HT's report, previously distributed raised no Governor queries.		
6.2	VS advised more detailed presentation of SSSfN SIDP and SEF, previously distributed, to provide Governors with relevant detailed information. In context, SIDP is compiled from data gathered from Whole School Reviews which take place twice a year bolstered with curriculum review results and SEF is very data driven, informed from termly data reports and is used to cross check that SIDP objectives continue to be relevant. In summary the SEF should be used as key report summarising data and SIDP identifies areas for improvement from this. Governors were also provided with 2 very useful summary reports. TA advised that Governors should be familiar with these documents for OFSTED to highlight strengths and weaknesses and that in response to how Governors verified what was happening could justify with programme of monitoring visits to specified areas and regular scrutinies carried out per subject via Standards Committee.		
6.3	VS gave an overview of NOR remaining constant but that waiting list		

<p>6.4</p>	<p>continuing to increase and it was noticeable increasing numbers of pupils (2/3) with need of a special school place. Unfortunately, due to lack of places locally these pupils were remaining at SSSfN for longer periods and response has been to develop a timetable to satisfy the needs of the changing nature of cohort. SR queried whether the philosophy of the school was changing; VS advised that ethos remains constant but that different timetable would provide best provision for this different and increasing cohort to include specific child led intervention periods every morning. LS queried specialist staff training to support this; VS advised access to Clinical and Ed Psych's as well as CPD to support.</p> <p>VS advised main area of focus would be redevelopment of KS3+KS4 Curriculums for implementation September 2017 following identification that current provision was not fit for purpose in meeting needs of all pupils and especially for those pupils attending AP where only 4% pupils left with an accredited qualification LY despite £1.6m spend. VS further explained that if a pupil came to SSSfN in KS4 it was unlikely that mainstream reintegration would take place and as such a curriculum to deliver some accreditation was vital to ensure their onward progression into FE or employment.</p> <p>For KS3 a curriculum has been developed along lines of Special School provision combining specific English, Maths and Science lessons with more primary based topic works and projects. LS queried whether this was creating a separate school within SSSfN; VS advised that whilst it is the intention that attendance remains "short stay", the best provision to meet need should be provided whilst here before the pupil moves on.</p> <p>SC queried provision for those pupils who were likely to reintegrate to mainstream; VS advised that current provision similar to mainstream High School timetable would continue to be offered.</p> <p>An ambitious curriculum for KS4 pupils offering 4 pathways was outlined as follows with the focus of improved progress, attainment and behaviour;</p> <ol style="list-style-type: none"> 1. Focusing on Progress 8 and aiming to maximise GCSE attainment for the ablest pupils thus facilitating access to FE 2. Vocational; a combination of vocational and CORE subject teaching 2:3 days, managed in house within planned vocational centre at Locksley and hoping to offer accredited subjects such as Hair and Beauty, Health and Social Care, Child Care, Photography, DT, Performing Arts, Travel and Tourism. 3. Combination of traditional curriculum with 3 days' work experience or AP tailored to pupil's needs 4. Bespoke timetable made up from all elements available including Home Tuition and eLearning. <p>TC queried how flexible the model was and whether it was anticipated that pupils could move between pathways. VS advised that due to the nature of cohort it would be highly likely that there would be movement and this was an expectation that would be catered for.</p> <p>SR queried whether expenditure at AP had been sole driver to this development; VS acknowledged this was a contributing factor but that the drive to satisfy individual pupil needs and in delivering this helping them to achieve some accreditation was the primary factor.</p> <p>TM queried how much further this more holistic approach would be taken</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	
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	<p>and queried further engagement with families and parents; VS advised that as yet this had not been clarified but will happen as a natural consequence of individual timetabling- LS advised use of Family Group Conferencing as a proven effective tool.</p> <p>LS queried how this timetable would be staffed; VS advised that as well as satisfying pupil needs the new curriculum would attract and train specialist staff and thus improve staff retention but that prior to this a staffing restructure would take place commencing before Xmas .</p>	CHALLENGE	
7.0	Staff wellbeing survey		
7.1	C/F to next LGB		
8.0	Equalities Action Plan		
8.1	Previously circulated and formulated by SS based on Equalities Audit tool. SS and LS to meet with VS Spring term to formulate timescales and incorporation school actions- revert next LGB	SS/LS/VS	
9.0	Safeguarding		
9.1	<p>LS advised that Safeguarding Report to Governors would be complete for next Standards Committee meeting.</p> <p>Safeguarding Self review would be carried out Spring term- DR with JM</p> <p>Governors compliance checklist- clerk to forward to LS for completion</p> <p>Governors reviewed Safeguarding Overview report; TC queried sharp increase in ROC's; DR advised that NOR had been +15% which would proportionately increase ROC's alongside increasingly vulnerable nature of cohort. However, this number also reflects priority of SG within the school and record would be higher due to close proximity of staff with pupils at all times. VS did caution that some inconsistencies in reporting had been identified and this will be addressed via XLT and admin staff meetings.</p>	<p>LS</p> <p>DR CLERK</p> <p>CHALLENGE</p>	
10.0	Governor Monitoring reports		
10.1	<p>Five visits had taken place recently, reports previously circulated, as follows;</p> <ol style="list-style-type: none"> 1. CC 20/10/16 visit to monitor Esafety Locksley; no queries raised but CC emphasised to Governors that as Esafety is an integral part of Safeguarding, all governors should be have read and be familiar with Engage Trust Esafety policy 2. TM 25/11/16 initial governor visit to Lingwood reported impressed with philosophy and culture and environment of school. Concern raised about onward provision at transition for pupils.TC queried how pupils were being prepared for transition currently. DR admitted that this currently a challenge but that transition work with pupils started quite early on and staff were working to identify the next provision setting earlier. Governors queried how pupils onward progress could be assessed; DR to investigate. In response and after some discussion, TM proposed, seconded by CC that EMAT Board consider Compass provision be extended to cover KS4. 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	

	<p>3. JC 11/11/2016 visit to discuss Bullying, Racism and GRT; initial meeting to establish best ongoing contact and clarify procedures.no queries raised</p> <p>4. LS 3/11/2016 Rosebery to review s/g processes; no s/g concerns raised but highlighted unwelcoming reception area; referred to Trust PHS Committee for review next visit April 2017</p> <p>5. CC 7/11/2016 DBS visit to investigate use Behaviour tracker and Learning Ladders; no concerns raised.</p>	<p>CLERK</p> <p>CHALLENGE CLERK</p>	
11.0	Committee reports		
11.1	<p>Previously circulated and attached;</p> <p>1. PHS; no queries raised</p> <p>2. F&P; no queries raised</p> <p>3. Standards; JB thanked all staff who had attended meetings for their presentations and providing evidence to Governors that correlates with SIDP objectives.</p> <p>4. LAC annual report compiled by SC with KW. SC reported concern of difficulty data input to Epep's requiring some perseverance and fortitude of staff, good relationship between HT and Virtual School and progressing of outstanding report information. Once complete to handover to TM as nominated governor for ongoing monitoring.</p> <p>5. SEN Information Report Annual requirement. SS raised query in absentia as to what extent is a team around the child approach being used and whether SSSfN attends family support meetings; VS confirmed that a school representative attends all meetings Proposed for acceptance by CC seconded by LS and unanimously approved; TA to publish on website</p>	<p>CHALLENGE</p>	
12.0	GIP		
12.1	<p>Based on exercise during Governance Awayday (12/11/16), draft GIP produced.</p> <p>Updated during meeting; TA to update and distribute</p>	<p>CLERK</p>	
12.2	<p>Governor training; TA requested Governors to advise any specific training areas and possibility of piggy backing on to school training sessions across ET. VS advised that school training sessions are advised via bulletin of which Governors get a copy and that TA will advise other sessions as available.</p> <p>Next training session at Locksley; 4th January 2017 1-3.30pm Covering Data Protection Act, Information Security and Esafety. All Governors welcome and should advise Andriana of attendance.</p> <p>Induction packs for new governors will be distributed asap and follow up meetings with VS to be arranged directly.</p> <p>TC undertaking Safer Recruitment training</p> <p>JB offered LL's training; Governors to arrange directly with JB on; Primary@Brooklands.norfolk.sch.uk</p>	<p>ALL</p> <p>CLERK</p> <p>TC</p> <p>ALL</p>	

13.0	Policies		
13.1	<p>SSSfN Policies for approval;</p> <ol style="list-style-type: none"> 1. Assessment and Feedback; Proposed for ratification by JC, seconded by CC and unanimously approved. Noted that staff governors did not vote 2. Teaching and Learning; Proposed for ratification by TM, seconded by SR and unanimously approved. Noted that staff governors did not vote 3. Anti bullying; SS raised query in absentia regarding inclusion of gender and 'other' box on reporting of prejudicial incidents. VS advised that this follows NCC model and deemed sufficient. SS raised query staff training provision to deal with incident reporting; VS confirmed this takes place for XLT and data is provided via s/g and HT reports Proposed by LS, seconded by CC and unanimously approved 4. Esafety was presented for review as ratified by ET. 5. Intimate Care; concerns raised re currency and additions suggested by SS in absentia., DR to review and revert next LGB 	<p>CLERK</p> <p>CLERK</p> <p>CHALLENGE</p> <p>CHALLENGE CLERK</p> <p>DR</p>	
14.0	Confidential Items		
14.1	There were none		
15.0	AOB		
15.1	<p>JB cordially invited all governors to Xmas Fayre at Brooklands School on 16/12/16</p> <p>SR queries availability trust emails for governors; DR advised this work in progress.</p>	<p>QUERY</p>	
16.0	Next meeting date		
	06/02/17 LGB 4.30pm at Locksley School		
	Meeting closed at 18.30		

Signed.....

Date.....

