

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

25th January 2016 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Des Reynolds (DR)	Jenny Bird (JB)	Vicki Setters - Interim Head (VS)- by invitation	
Phil Harris- Chair (PH)	Lynsey Barrett (LB)		
Dennis Freeman (DF)	Sue Cooke (SC)	Trevor Cockburn (TC)	
Andy Lamb (AL)	Stefan Rider (SR)	Cath Catt (CC)	
Jan Casey (JC)	Laura Sutton (LS)	Andriana Sneddon- Clerk	
Benjamin Breeze (BB)			

No	Item	Action	Y/N
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1.0	Apologies and Absences		
1.1	<p>Meeting opened at 16.35.</p> <p>Apologies were received and accepted from Sue Whittaker, Clive Evans and Kerry Harris. Clerk advised of non attendance SW this year; COG to contact via telephone/email</p> <p>Clerk advised of resignation of Emma Watling, resignation letter attached. Clerk to administer.</p>	<p>COG</p> <p>CLERK</p>	
2.0	Welcome and Introductions new Governors		
2.1	<p>Laura Sutton was welcomed to the meeting and gave a brief presentation- personal statement attached- outlining her skills and experience and what she could offer as a Governor at SSSfN.</p> <p>LS left the meeting and after discussion, SC proposed that LS be accepted on to the LGB of SSSfN seconded by LB and unanimously accepted.</p> <p>LS rejoined the meeting and was welcomed as a new governor.</p> <p>Clerk advised of new application and recruitment procedure for governors, pack attached, which will come into effect. This will provide a more targeted approach with recruitment focused on skills gaps on LGB.</p> <p>Clerk advised of Induction Pack for Governors to be distributed to new governors.</p> <p>PH reminded all governors of the need to sign in when entering any school</p>	<p>CLERK</p> <p>ALL</p>	

	site.		
3.0	Declarations of Interest		
3.1	LS completed Declarations of Business and Pecuniary Interest- Clerk to file	CLERK	
3.2	TC declared an interest- Exec HT's report; noted by Clerk. BB declared an interest-Exec HT's report; noted by clerk	ALL	
3.3	PH advised of need for additional meeting for forward completion of Business- Governors to note date 18/07/16; 4.30pm at Locksley School.		
4.0	Previous Minutes		
4.1	Minutes 28/09/15 –Agreed as an accurate record without amendment and signed off by the Chair.		
4.2	There were no matters arising		
5.0	Governance		
5.1	LGB Structure, previously circulated, was agreed.		
5.2	Standing Orders as working practice for LGB outlined by DR. Proposal to adopt Standing Orders by DF seconded by SR. Unanimously accepted.		
5.3	Nominated governors- see attached chart. Clerk to distribute	CLERK	
5.4	Governance Improvement Plan- developed from Governance Away day. SR requested addition of Succession Planning. Clerk to administer and distribute.	CLERK	
5.5	Monitoring Calendar; Nominated governors to take 1 key priority from SIDP and liaise with VS to arrange visits. Behaviour and Attendance-CC Safeguarding-LS Progress- SC with Standards Committee Teaching and Learning-SC with Standards Committee. Other monitoring areas can be obtained from Clerk. Governors to advise Clerk of dates for publication of calendar for next LGB meeting.	CC LS SC SC ALL ALL/CLERK	
6.0	Executive HT's Report		
6.1	DR presented Executive HT's report with additions/ discussion points/actions as follows: <ul style="list-style-type: none"> Data Dashboard; PH reminded Governors of the importance of cross checking information provided against other schools/ national 		

	<p>comparatives and emphasised why Governor monitoring was an important part of this where evidence could be gathered/seen/discussed independently. Governor's attention is drawn to recent Ofsted report (Chapel Road School) highlighting total reliance on information provided by school leaders.</p> <ul style="list-style-type: none"> • CC requested the destination data for y11 pupils; DR/VS to provide • DR advised that Attainment and Progress would be available for scrutiny next meeting through termly Progress Report. • SC extended thanks to JB for excellent training session on Learning Ladders and the very positive outcome peer to peer meetings had generated. Governors identified this as an area of future monitoring- Clerk to build in to calendar. • Governors queried the appointment of Literacy/Numeracy Instructor and where they would be used. VS confirmed that this member of staff would be used for KS3 Engagement pupils as data indicates that these pupils are not making sufficient progress to National and local figures possibly because these pupils are at AP/ have persistent absence. The expected impact of this role is to show accelerated learning of this cohort by working at AP sites teaching English and Maths as well as some home tuition for pupils struggling to access education. The role will liaise with secondary core teams for Literacy and Numeracy. Governors to build in to monitoring calendar. • AL queried why the additional teacher at Brooklands was not funded despite the increased number of pupils. DR explained that block funding was received for 250 pupils per term and that this funding usually balanced out over the year. However, this year the time when pupils exceeded 250 has occurred earlier resulting in the proportion of non-funded time increasing. DR advised that this will form part of Annual Conversation with LA. • AL queried whether it was worth considering reviewing the funding formula with LA at Annual Conversation to reflect the termly changes in patterns of pupil numbers. DR advised that as NCC is the majority funder, the partnership should be recognised with sensitivity shown in maintaining a supportive relationship with them whilst balancing this with own needs/demands. DR advised that further changes could be expected due to Government review of funding formula April 2017 with initial indications that this could be devolved to individual schools. • SC queried the impact of salary should funds not be forthcoming from LA. DR advised possible deficit. • SC queried the reasons for increased pupil numbers in Primary phase. DR responded with several reasons- general national trend, no longer any educational stigma for PEX, no organisational stigma to school in terms of no impact with Ofsted if PEX, reduction in services to support challenging young people so school PEX's, general economic downturn leads to increase PEX numbers allied with increased emphasis on performance leading schools to PEX as these children don't contribute well to performance tables. • LS queried whether DR will raise the lack/reduction of early help/ support at Annual Conversation. DR advised that typically this was the area with worst support but would include. • Compass; TC queried what provision had been put in place for 3 young people who had exhibited high level behaviours. DR advised 	<p>ALL</p> <p>CHALLENGE DR</p> <p>SUPPORT CLERK</p> <p>CHALLENGE</p> <p>CLERK</p> <p>CHALLENGE</p> <p>DR CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	
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	<p>that these 3 pupils had been presently reintegrated with a bespoke provision involving 2 days on site English and Maths teaching with 2 days at East Coast Activities and Sports tutoring but that they would transition to new placements by next term; transition work had been taking place with new provider.</p> <ul style="list-style-type: none"> • SC queried what support had been offered to member staff hospitalised by pupil. DR advised that staff member had accepted 10 days discretionary leave, psychological support and a structured reintegration process and was now back FT. • LS asked whether this pupil was LAC. This child was not LAC but was well known to Children's Services. • DR advised that this had exposed a training need and Compass staff will voluntarily attend STEPS training over half term for familiarisation with appropriate methods of restraint as well as a one day consultation to assess needs. Governors expressed their thanks to staff for attendance at training. • TC asked about expected impact of training. DR advised that it was hoped to see a return to previous higher level of progress for pupils and to minimise future harm to staff. • Governors queried the decision to over recruit at Pott Row- DR advised that this had been approved by Directors and gave a stronger team in light of continued staffing absence and a specific need of a strong male role model. • Earthsea; LS asked whether there was a correlation between change ie. increased numbers pupils/new staff and disruption incidents. DR advised that some level of disruption was unavoidable with the nature of this cohort but that the onus was to recruit sensitively, limit the number of new pupils/places and try to maintain a strong long term staff team. • Rosebery; TC requested that staffing cover be reviewed urgently to cope with rapidly increasing numbers of pupils; currently 15 pupils to usual 6. DR advised that advert was out for lead teacher. • Staffing; SR queried how staffing challenges outlined compared to challenges in mainstream school and impact this had on costs. DR to confirm next meeting. VS advised that all schools face staffing challenges all the time and advised that challenges were no greater than that of her experience in mainstream schools. DR advised that Staff wellbeing is an area that Governors should consider with increasing pupil numbers/ funding, resource and space issues and considered that staff turnover would be greater if staff were less committed. LS asked for staff absence figures. DR advised that equated to 1 staff per day per week and in response to BB's question as to underlying reason, DR advised that this was concentrated within a small cohort with underlying mental/health issues and repeat minor illnesses. Appropriate absence processes were in place and actioned where necessary. • SC queried that in light of this, how did DR / XLT know that bases were continuing to manage well. DR advised that this was seen during visits and discussions with staff and results of annual questionnaire to staff. • Premises; clerk advised BB interest with NORSE but no conflict decided as DR advised of upcoming discussion with NORSE re cleaners and caretakers with Ian Flynn. • Leadership and Management Other: clerk advised TC interest with Horatio House but no conflict decided as action already 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>REQUEST</p> <p>CHALLENGE DR</p> <p>CHALLENGE CHALLENGE</p> <p>CHALLENGE</p>	
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	<p>undertaken. DR advised governors to note the increased number of Primary schools that now had to be approached to achieve reintegration was 10 which generated extra workload and was why 1 member of staff was focused in this area.</p> <ul style="list-style-type: none"> • LS asked for clarification of which children were covered by Medical Needs Team. DR advised that these children were medically unfit for school as deemed by clinicians and received 100% Home Tuition; the majority were CAMH'S referrals. • Governor Visits: PH urged governors to continue with monitoring visits, see point 5.5 above. In addition, participation in staff recruitment was another opportunity to conduct visits whilst at site. Governors queried their involvement in this process and DR advised that as roles and responsibilities were different, it had been used as a method of governor support. TC suggested that it could be a discussion/agenda item as to whether this practice continues. <p style="text-align: right;">DR LEFT THE MEETING AT 6.30PM</p>	<p>CHALLENGE</p> <p>ALL</p> <p>CLERK</p>	
7.0	Committee Updates		
7.1	<p>Standards: SC gave a summary of Standards Committee meetings December 2015 and January 2016. SC thanked XLT and staff for their input to meetings and participation in scrutiny. This had contributed to the building of better and more effective relationships which had helped drive the school forward.</p>	SUPPORT	
7.2	<p>PHS; covered in Executive HT's report with note that will now move to Nominated Governor reports. LB queried how jobs are prioritised. Clerk advised that procedure outlined in Finance Handbook and that emergency works could be resolved via phone call to either site team or Operations Manager depending on urgency.</p>	<p>CLERK</p> <p>CHALLENGE</p>	
8.0	Nominated Governor report		
8.1	<p>Safeguarding; PH reported that Safeguarding Self Review had been completed with Safeguarding Report to Governors. Some queries had arisen with follow up booked for 26/01/16.</p> <p style="text-align: right;">AL, LB AND TC LEFT THE MEETING AT 6.45PM</p>	PH	
8.2	<p>Bullying and Racism; LS asked why there was an increase in bullying incidents. VS advised that this was due to better reporting and recording of incidents but that this trend should be seen in light of the report- attached. VS assured Governors that bullying was not a problem as staff pupil ratio was too high to allow this behaviour but she did draw attention to cyber bullying as the most likely area to see incidents increase.</p>	CHALLENGE	
8.3	<p>SEN Information Report to Governors, previously circulated was reviewed. Clerk to publish on website. LS asked about attendance of SEN pupils. This was generally good as children tended to stay longer at sites and so built up familiarity with staff and routine and if LAC, generally higher involvement with school .</p>	<p>CLERK</p> <p>CHALLENGE</p>	
8.4	<p>Staff forum; Clerk advised of the requirement of this forum as part of Articles of Association, which has been rejuvenated; Minutes attached.</p>		

	Governors were advised that they could attend meetings as observers.		
9.0	Governor Monitoring		
9.1	11 monitoring visits had been carried out since Sept 15- reports can be found on website. ICT monitoring- PH suggested that all Governors sign to uphold ICT policy. Agreed and Clerk to revert to next meeting.	CLERK	
10.0	Governor Training		
10.1	Governors were urged to complete Safer Recruitment training on line- clerk can provide link. Clerk to arrange date for Equality and Diversity training for LGB. Clerk advised all Governors of next Away Day event on 27/02/16 at Holiday Inn to discuss; Vision and Values, Safeguarding training for Governors, Succession planning to include skills and training gaps Governance Improvement Plan. Governors to indicate attendance to Trust Administrator	ALL CLERK ALL	
11.0	Succession planning		
11.1	Clerk advised all Governors of the intention to resign of Chair and Vice Chair end academic year to ensure proper segregation of duties within the Trust management structure ongoing. Governors were urged to consider these roles prior to Away day event to allow enough time for training and shadowing and to approach clerk for any further information. Clerk advised that Governors would retain support of Link Director and Trust Administrator and that remaining directors would have a phased withdrawal. A work planner had been built by clerk and was also available for referral. Governors to consider roles and express interest to Clerk to arrange training and work shadowing in preparation for handover	ALL	
12.0	Vision, Values and Ethos		
12.1	Clerk advised that within SoD, Governors were responsible for setting in tandem with Trust Statement but pertinent to SSSfN as well as ongoing monitoring to ensure it was known and embedded in practice. Governors will set up working party to formulate; BB, SR, SW and KH. Clerk advised information sources and training available. Governors to liaise to set meeting date, procedure and inform Trust Administrator.	BB,SR,SW,KH	
13.0	LAC		
13.1	CF		
14.0	Confidential Items		
14.1	There were none		
15.0	AOB		

15.1	Staff Wellbeing- governor review group to give recommendations-CC and DF March 2016 Requests for governors for interview panels.	CC/DF	
Meeting closed at 19.30			

Signed.....

Date.....