

# The Short Stay School for Norfolk Academy

## Full Governing Body Meeting

### Minutes

18<sup>th</sup> July 2016 @ 1630

Locksley School, Locksley Road, NR4 6LG

#### Attendees

Des Reynolds (DR) Phil Harris- Chair (PH)	Jenny Bird (JB) Andy Lamb (AL)	Vicki Setters - Head of School (VS)- by invitation
Dennis Freeman (DF) Sue Cooke (SC)	Stefan Rider (SR) Cath Catt (CC)	Jan Casey (JC) Laura Sutton (LS)
Trevor Cockburn (TC) Tony McGhee (TM)		Andriana Sneddon- Clerk

#### No Item

#### Action

Y/N

No	Item	Action	Y/N
<b>1.0</b>	<b>Apologies and Absences</b>		
1.1	Meeting opened at 16.35.		
1.2	Apologies were received and accepted from Lynsay Barrett.		
1.3	COG welcomed Tony McGhee as new Governor and brief introductions were made.		
1.4	Sue Whitaker had also sent apologies; Clerk advised of end of term of office at 02/09/16 as Co-opt Governor and fulfilment of governor disqualification. DF proposed that SW be advised of end of term and no offer of renewal be made, seconded by JC and unanimously approved. Clerk to advise and administer	CLERK	
1.5	Clerk advised no response to letter to Kerry Harris, parent governor and non-attendance at meetings this year. TC proposed that her membership of SSSfN LGB be dissolved, seconded by LS and unanimously approved; Clerk to advise and administer	CLERK	
1.6	SC advised of potential new governor- Clerk to administer for September start	CLERK	
<b>2.0</b>	<b>Declarations of Interest</b>		
2.1	Standing interest of PH and DR-EES	LGB	
2.2	Clerk advised of enhanced SCR requirements for those governors who have previously lived abroad for more than 6 months to contact		

2.3	<p>Operations Manager promptly.</p> <p>Clerk advised establishment of National Database of Governors which will hold information on all governors, directors and Trustees of MATS, Academies and maintained schools as part of Government's drive to increase transparency on who governs schools; Clerk to administer</p>	CLERK	
<b>3.0 Previous Minutes</b>			
3.1	Minutes 09/05/16 –Proposed by DR and seconded by DF as an accurate record without amendment and signed off by the Chair.		
3.2	Confidential Minute of 09/05/16 agreed as above and sealed by clerk		
<b>4.0 Matters arising</b>			
4.1	Matters arising as follows;		
4.2	Monitoring calendar required; SC/VS to meet to compile, Clerk to provide additional areas identified through the year	SC/VS/CLERK	
4.3	PH to submit report following HR file audit asap	PH	
4.4	<p>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.</p> <p>VS advised that Icen Health will be working with Rosebery staff on an attendance project next term</p>	SC/PH VS	
4.5	Staff wellbeing survey deferred to September via Survey Monkey- Clerk	PH/CLERK	
4.6	Equality audit completed- statement of Equality Objectives to be completed during summer for autumn website publication	DR	
4.7	Clerk advised return from all AP providers of declarations of school registration and was pleased to report that those settings needing to be were appropriately registered.AL queried how often this is reviewed; Clerk advised that declaration is part of annual SLA review and renewal.	CHALLENGE	
<b>5.0 Committee Report</b>			
5.1	<p>SC gave a verbal report outlining work of Standards Committee and referred Governors to Minutes published on website for fuller explanation if needed.</p> <p>SC advised of work scrutiny's carried out for PE, Art and Design and highlighted the quality of T&amp;L in these areas of curriculum and quality of work being produced by students. VS corroborated this by advising great achievement of pupils recently successfully completing 2x6 hour art exams. Governors had noted lack of support for pupil's post 16 in securing and attending FE college places/ interviews as lack of Guidance Advisors- VS advised 1 year trial SSA in this IAG role using PP funds.</p> <p>Recent scrutiny had covered Behaviour and had demonstrated consistent</p>	CHALLENGE	

	<p>approach across bases; SC demonstrated photographs taken recently at Brooklands school corroborating Rewards Scheme as described by staff and recalled discussions with XLT there re-iterating what had been presented. Governors congratulated all staff on achieving SDP objective. Behaviour Scrutiny had also taken place and SC reported how clear and focused this presentation had been with staff always identifying areas to develop as well as taking into account any concerns raised. VS were pleased to report a 4 year rising trend and current figures +6.8% to National PRU comparatives.</p> <p>AL reported on recent visit to Earthsea of Windsor Head of Education who had commented favourably on quality of displays and was surprised to liken the school setting to mainstream environment. Governors were pleased to note this and were keen to encourage the message of coming to school to all pupils.</p> <p>SC advised that there was a clear sense of pride and passion in being part of SSSfN staff and passed the thanks of GB to all XLT members for attending meetings and being prepared to provide and discuss information openly and respond to challenge.</p>	<p>SUPPORT</p> <p>SUPPORT</p> <p>SUPPORT</p>	
<b>6.0</b>	<b>Nominated Governor Reports</b>		
<p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p>	<p><u>Safeguarding</u>- LS monitoring report (17/06/16) previously circulated and attached. Visit had raised some concerns addressed as follows:</p> <ul style="list-style-type: none"> <li>• Contingency plan to cover staff absence; DR advised that appointment Facilities Manager would provide this back up</li> <li>• Missing references being sought</li> <li>• Governors and staff SCR's merged</li> <li>• Restructuring HR files method to be considered and implemented</li> </ul> <p>Clerk advised recent LA guidance recommending SG actions to be completed following recent Ofsted outcomes in county. LS to review and establish frequency of reports and action calendar for next year. DR advised that currently compliant and Safeguarding policy reviewed annually April.</p> <p><u>Bullying and Racism</u>- no report available; JC to calendar visits for next year</p> <p><u>SEN and LAC</u>-no report available</p> <p><u>Staff Forum</u>-Clerk advised adoption ToR, meeting calendar, hepatitis jabs available for Compass, Earthsea and Primary teams from September, staff dress code, property damage protocol</p> <p><u>PHS</u>- SR was pleased to report rolling introduction of standardised systems across bases and major works across sites this summer but sorry to report resignation of Premises Project lead. Appointment of Facilities manager will review staffing structure to ensure best fit for purpose. DR advised of recent identification of e-coli in building water system Earthsea by Water Inspector; subsequent Legal Enforcement notice received to ensure safe water provided within 144 days and in meantime boil notice implemented and use hand sanitizer as well as offer for staff faecal testing. Governors queried options; DR advised possible new borehole drilling as not covered by Insurance. Governor's queried possibility of joint project with Diocese and Childhood First; DR to investigate further and revert.</p> <p>TC advised Governors of disturbed asbestos at Belton and confirmed that</p>	<p>CHALLENGE</p> <p>CHALLENGE/DR</p> <p>LS</p> <p>JC</p> <p>DR</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DR</p>	

6.6	<p>area was locked and inaccessible; hoped to be remedied during planned boiler replacement autumn.</p> <p><u>PP and Sports Premium Funding-</u> VS advised reports published and compliant and reported that some impact already seen for PP spending where steep negative trend for KS4 attendance has been reversed :Lou Warner, SSA PP, DBS Engagement have increased the attendance of PP pupils from 69.4% at the end of Autumn 2 to 71.5% at the end of Spring 2 to 73.1% at the end of Summer 1. and KS3 Instructor has had impact with those harder to reach pupils showing significant positive progress especially in English.</p> <p><u>Behaviour and Attendance-</u> CC monitoring report (29/06/16) previously circulated and attached had visited Pott Row as identified as an area of issue at Autumn. Visit had raised concern regarding onward transition pupils at Y9 as it has been identified that there is very little appropriate provision available at KS4; DR reported that currently x2 pupils will leave Pott Row with no confirmed place for September. Governors were concerned of impact on pupils at critical time and that many gains achieved during KS1-3 could be lost. Governors queried what monitoring took place for those pupils who had previously left; DR advised difficulty but that for those pupils back in mainstream, LY 25%, they tended to stay. Governors queried whether there was any opportunity for ET to provide provision at KS4. DR advised that despite Compass now regarded as a model of good practice there was significant difficulty achieving funding from NHS as well as that necessary for new facilities and logistics management</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	
7.0	<b>Governor monitoring</b>		
7.1	<p>DF monitoring report Maths (27/05/16) previously circulated and attached. Concern raised Staff wellbeing due to declared long working hour's staff. Governors were mindful of duty of care and DR assured governors that there was no expectation for staff to work such long hours and that employment of Data and Resources Support Assistant should alleviate some workload</p> <p>Governors also queried support for staff dealing with volume and significant sg concerns; DR advised that employment of Clinical Psychologist from September would provide clinical supervision for staff where necessary.</p> <p>7.2</p> <p>Monitoring to SDP- SC advised Governors of compilation of summary for this year and urged Governors to remain familiar with visits as well as to consider links with TY's objectives Autumn.</p> <p>7.3</p> <p>Governor monitoring summary- Clerk advised that 20 visits had taken place this year in addition to scrutinys carried out at Standards Committee meetings. Governors were urged to continue with level of visits next year.</p> <p>SC to meet with VS to develop Monitoring calendar 2016-17</p> <p style="text-align: right;">SR LEFT MEETING AT 5.45PM</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>LGB</p> <p>LGB</p> <p>SC</p>	
8.0	<b>Governor Training</b>		
8.1	<p>Away Day had generated objectives for 2016-17 GIP; Clerk requested that Governors review and take responsibility for areas; advise during summer</p>	<p>LGB</p>	

8.2	Clerk advised draft Annual Governance Statement as good practice for website publication. DR proposed and seconded by SC for acceptance and publication	CLERK	
8.3	Clerk advised availability of online Prevent training at: <a href="http://www.elearning.prevent.homeoffice.gov.uk">www.elearning.prevent.homeoffice.gov.uk</a> Region=Eastern Sector=Schools Role=Governor	LGB	
8.4	LS advised attendance at Safer Recruitment Training Course- provide certificate copy to clerk	LS	
9.0	<b>Governor Hub subscription renewal</b>		
9.1	Some discussion took place regarding subscription renewal, cost and suitability for SSSfN environment. Alternative sources information reviewed; NGN vis CS, The Key and possibility of in house provision exploiting GB expertise. Governors recognised that training audit should take place Autumn term. PH proposed , seconded by SC that subscription should not be renewed and clerk to pass recommendation to Trust F&P Committee	CLERK CLERK	
10.0	<b>Succession</b>		
10.1 10.2	Further to previous advice, election of officers to take place; <u>Chair</u> ; Clerk advised had received one nomination and no other nominations were received. LS proposed nomination SR to COG, seconded by JB and unanimously voted- Clerk to advise and administer	CLERK	
10.3	<u>Vice Chair</u> ; Clerk advised had received one nomination and no other nominations were received. DF proposed nomination CC to Vice Chair, seconded by AL and unanimously voted. .Clerk to advise and administer		
10.4	Standards Committee Chair; to alleviate workload and pressure on one person as well as demonstrating wide GB involvement, it was agreed to trial a rotating Committee Chair on a termly basis commencing Autumn 16 to following schedule; Autumn JB with SC Spring JC Summer LS SC will develop a handbook for guidance during summer. Thanks were extended to SC for all her work on this Committee.	SC	
10.4	Nominated Governors for 2016-17 as follows: <ul style="list-style-type: none"> <li>• Safeguarding=LS</li> <li>• Esafety=CC</li> <li>• Bullying and Racism=JC</li> <li>• SEN and LAC= TM</li> <li>• GRT=JC</li> <li>• PHS=SR and AL</li> </ul>		

	<ul style="list-style-type: none"> <li>• Behaviour and Attendance=CC</li> <li>• Equality and Medical Needs=SR Autumn</li> <li>• PP=SC for review</li> </ul>		
<b>11.0</b>	<b>Executive HT's report</b>		
<b>11.1</b>	<p>DR gave a verbal report and advised trend over time of increasing numbers pupils and impact this had on staff wellbeing, daily pressure, quality of provision offered and subsequent behavioural disruptions in bigger classes as well as not being fair to vulnerable children and implications of part time timetable giving rise to reputational damage, possible parental complaints and Ofsted criticism .In addition, willingness to keep on accepting pupils above commissioned places was hiding a problem and giving no incentive for LA to improve this trend This year it was noted that for majority of time SSSfN had been over capacity and it was expected to be at this by end October. DR advised that it had been identified that @1000 pupils pa were coming out of mainstream education for variety reasons and it was interesting to note the corresponding numbers of improving schools in Norfolk although there was no proven causal link. Governors queried reaction to letter and DR advised that subsequent to his advising LA that capacity would be adhered to NY, some conversations and publicity had been stimulated and he was aware that some funding had been made available for school based projects and formulation of a managed move protocol based on league tables. Governors asked DR for his solution; DR replied a new school would be best remedy but was aware of insufficient funding available. DR advised that once LA experienced number pupils without school places, it was his expectation that additional funding would become available; however he was adamant that quality of provision from SSSfN would not be jeopardised. In addition, Free School Bids were another avenue forward.</p> <p>Governors discussed implications of maintaining capacity in terms of increased academic expectations and possible reduction staffing numbers; VS to monitor and report via Standards Committee and Trust F&amp;P Committee</p> <p>DR highlighted to Governors the sheer amount that had still been achieved whilst over capacity and Governors commended all staff for their sterling efforts TY and reiterated their thanks</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE VS</b></p> <p><b>SUPPORT</b></p>	
<b>12.0</b>	<b>For approval</b>		
<b>12.1</b>	<p>Compass protocols for approval; DR advised these were reflective of the different environment and funding of the Compass schools.</p> <ul style="list-style-type: none"> <li>• Supporting Children with Challenging Behaviour Policy</li> <li>• Absconsion Policy</li> <li>• Behaviour Statement/Policy</li> <li>• Touch Policy</li> <li>• Placement Support Plan</li> </ul> <p>LS proposed for approval, seconded by CC the above and unanimously approved.</p> <p>Governors queried Uniform leaflet and its need- Governors referred to Head of School Specialist to work with Head of School SSSfN for consistency.</p>	<p><b>CHALLENGE</b></p>	

12.2	SSSfN Supporting Pupils with Medical Needs statutory and local policy proposed by SC and seconded by DF for approval and unanimously accepted- Clerk to publish on website.	CLERK	
13.0	<b>Confidential Items</b>		
13.1	There were none		
14.0	<b>AOB</b>		
14.1 14.2	TC commended VS on positive tone of bulletin as motivational tool for staff. Vote of thanks was given to outgoing COG and Vice Chair	SUPPORT	
15.0	<b>Calendar</b>		
15.1	A calendar of next year's meeting dates had been previously distributed for information.		
	Meeting closed at 18.35		

Signed.....

Date.....

