

# The Short Stay School for Norfolk Academy

## Full Governing Body Meeting

### Minutes

28<sup>th</sup> September 2015 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Des Reynolds - Head (DR)	Jenny Bird (JB)	Vicki Setters - Dep HT (VS)- by invitation	
Phil Harris- Chair (PH)	Kerry Harris (KH)	Clive Evans (CE)	
Dennis Freeman (DF)	Sue Cooke (SC)	Trevor Cockburn (TC)	
Andy Lamb (AL)	Stefan Rider (SR)	Sue Whittaker (SW)	
Andriana Sneddon- Clerk			

No	Item	Action	Y/N
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1.0	<b>Apologies and Absences</b>		
1.1	Meeting opened at 16.35. Apologies were received and accepted from <i>Lynsey Barratt</i> . <i>Sue Whittaker</i> advised that she would be late.		
2.0	<b>Welcome and Introductions new Governors</b>		
2.1	Unfortunately none of the potential new Governors for SSSfN were able to attend the meeting. Clerk to c/f invitations to next FGB/Board meeting.	CLERK	
3.0	<b>Declarations of Interest</b>		
3.1	New Declarations of Interest were completed by all members of FGB in attendance. Clerk to obtain missing members of FGB as well as School Resources Manager and Finance Manager.	CLERK	
3.2	Governors were reminded to update same register on GovernorHub to enable clerk to provide drawdown summary for publication on website once complete.	ALL/CLERK/DR	
4.0	<b>Previous Minutes</b>		

<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Minutes 06/07/15 –Agreed as an accurate record without amendment and Minutes were signed off by the Chair.</p> <p>Outstanding actions:</p> <ul style="list-style-type: none"> <li>• Governor biographies to be published on Website.</li> <li>• Governor photo boards at each base by October half term.</li> </ul> <p>Minutes 02/09/2015 - Agreed as an accurate record without amendment and Minutes were signed off by the Chair.</p>	<p>TRUST ADM TRUST ADM</p>	
<p>5.0</p>	<p><b>Vision, Values and Ethos</b></p>		
<p>5.1</p>	<p>To clarify for new Governors, DR explained how this related to Governors role and that the VVE for SSSfN should tie in with that of the MAT, which had recently been formulated. DR proposed that the formulation of VVE for SSSfN should be formulated at the next Governor Away Day and this was accepted by all. In the meantime, DR would distribute VVE for MAT to all Governors and TC would attend NGLS training course.</p>	<p>DR TC</p>	
<p>6.0</p>	<p><b>Head Teacher’s Report</b></p>		
<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>DR gave a verbal report to Governors based on the comprehensive School SEF 2015-16, circulated to all Governors.</p> <p>DR explained to Governors that due to the imminence of an Ofsted inspection, it was important that they were confident with data as evidence that they know the school well and how they would be expected to participate as part of “ Effectiveness of Leadership and Management” category. A consistent message would need to be communicated to HMI. Importantly, Governors needed to understand the context of the school, what is good and what needs improving and to recognise that the data is fluid due to pupil movement in and out of the school.</p> <p>Key Data- DR explained how these figures were massively different to mainstream schools and this was really important in terms of context. PH asked if Pupil Premium and EAL figures could be added here as well as providing Norfolk and National comparatives for each category. DR to action</p> <p>Academic Attainment- DR explained the difference between Academic Progress and Attainment for new governors and stated that TY the APS figures were even better than 2014. This was a very strong area for SSSfN compared to other AP environments where the attainment of pupils is similar now but improving but obviously still not as strong as mainstream environments.</p> <p>Onward Achievement- Again a good set of results for this environment with 83%TY pupils in EET compared with 52% National.</p> <p>Progress since Previous Inspection- Generally speaking, these figures were showing a 3year rising trend. TC asked how the changing cohort numbers affected these figures .DR replied the number of pupils were higher now and were continuing to rise(+25% over 2yrs) but that more progress was still being made</p>	<p>GOV CHALLENGE DR</p> <p>GOV CHALLENGE</p>	

6.7	DR advised that the results of an internal review considering matching work to pupil needs would be processed over this academic year and then assessed. He reported that the Support Plan for staff implemented LY had improved staff performance.		
6.8	Academic Achievement – DR reported this as an area showing a rising trend where progress across all groups is strong. PH queried how consistent this is with the fluidity of cohorts. DR confirmed that this data was subject to change but was generally an area of strength.	GOV CHALLENGE	
6.9	Expected progress – PH asked how this could be measured again due to fluidity of pupils. DR explained that the best equivalency was 1 sub level progress per term progress at SSSfN as opposed to the 2 sublevels expected in mainstream per academic year .Looking specifically at English and Maths, the levels of achievement are close to mainstream local and National figures and putting this into context where the majority of SSSfN pupils are low attainers, the local and National comparatives have been exceeded.	GOV CHALLENGE	
6.10	Vulnerable Groups - SC queried the 0% figures.DR replied that there were no EAL and ME pupils in these subject groups and was asked to remove figure. Generally compared to local and National figures a strong area for SSSfN pupils. AL asked for clarification of Disadvantaged and whether these pupils were considered disadvantaged because they didn't attend mainstream schools? DR confirmed that this was the same definition used as at mainstream schools as FSM and PP pupils	GOV CHALLENGE DR GOV CHALLENGE	
6.11	Quality of Teaching – DR outlined to Governors their role in checking what information was provided. Evidence would need to be provided by them of Monitoring Visits, Staff Presentations at FGB meetings, Governor Scrutiny Days, Governor signing in book.	ALL	
6.12	Behaviour – In the context of the school, DR highlighted to Governors that this would always be a challenging area based on the reason as to why the pupils were here.He hoped that if pupils could demonstrate a focus on learning and courteous behaviour during an inspection, the grading could reach Good. CE noted that the Exclusion figures are higher and asked for clarification. DR admitted that this could be seen as an area of weakness but he confirmed that staff at SSSfN are rigorous in recording and following procedures.	GOV CHALLENGE	
6.13	Attendance – DR explained that this could still be regarded as unsatisfactory when compared to the National requirement of 96% attendance but that compared to other AP environments, the figures were good. TC asked what the Persistent Absence threshold was, DR confirmed that this was 90%, and asked why so high when many pupils had transport provided. He asked whether absence could be compared for those pupils with transport provided and not. DR to compile and add.	GOV CHALLENGE DR	
6.14	E-safety – DR confirmed that this area had a high priority in the school with an up to date policy, staff training and weekly staff bulletin. PH to conduct Monitoring Visit promptly.	PH	
6.15	CE queried whether there was a CEOP's strapline and button on website and Newsletter. DR accepted this as a good idea and would implement.	GOV CHALLENGE DR	

6.16	<p>British Values – A good area for the school. PH recommended a governor monitoring visit promptly. Delegated to Curriculum Committee.</p> <p>Safeguarding_DR confirmed that this was a particularly strong area at SSSfN. He confirmed that all staff received annual refresher training at start of academic year. PH queried arrangements for midterm starters and DR confirmed that this was covered in Induction Training.</p> <p>Governors were encouraged to take Safer Recruitment training. Clerk advised this could be completed online via NSPCC website.</p> <p>KCSIE, Disqualification Waivers, visitor sheets, anti-bullying all up to date. SC queried what procedures are in place for contractors on site? DR confirmed to governors that contractors are generally not allowed on site when students are present - but where this has to happen full DBS details are required or contractors are supervised.</p> <p>DR appreciated that this was a lot of information for Governors to absorb but hoped that time spent at Away Day and a run through of Ofsted Q&amp;A's would help build confidence.</p>	<p>CURR COM</p> <p>GOV CHALLENGE</p> <p>ALL</p> <p>GOV CHALLENGE</p>	
7.0	<b>Committee Updates</b>		
7.1	<p>PH clarified for Governors Committee structure at Board Level as follows:</p> <ul style="list-style-type: none"> <li>• Trust Board</li> <li>• Audit Committee</li> <li>• Resources and Personnel</li> <li>• Improvement Committee</li> <li>• Appeals</li> </ul> <p>And Committee structure at FGB level as follows:</p> <ul style="list-style-type: none"> <li>• FGB</li> <li>• Finance and Personnel</li> <li>• Standards</li> <li>• Premises, Health and Safety (SW ARRIVED 5.55PM)</li> </ul>		
7.2	<p>PH confirmed that Finance and Personnel have had a name change so as not to become confused with Board Committee. Clerk to action. PH also advised that ToR for this committee had also slightly changed as elements of previous responsibility are now handled at Trust level. This should be reflected in ToR.</p> <p>CE asked whether dates for this Committee had been set. PH to confirm dates with Gill Wardlow and produce a master calendar of dates with Trust Administrator asap.</p>	<p>CLERK</p> <p>COMMITTEE</p> <p>GOV CHALLENGE PH</p>	
7.3	<p>Standards:</p> <ul style="list-style-type: none"> <li>• SC confirmed that ToR had been agreed and a work plan for the committee for the year. There was an open invitation to the School Leadership team and Governors to attend any meeting of interest. Minutes would be passed to Clerk for distribution to all Governors.</li> <li>• Reports from CST had been scrutinised and copies were attached. PH advised that these should now be referred to MAT Committee as</li> </ul>	<p>SC/CLERK</p>	

7.4	<p>CST formed part of Engage Services.</p> <ul style="list-style-type: none"> <li>The Committee were making a recommendation to appoint a Data Manager due to the time it was taking for SLT to find data as opposed to scrutinising it and auctioning what was necessary. This would be referred to MAT Resources and Personnel Committee.</li> <li>Policy 3 year cycle was available from Sue Grant for Committees to review. SG to distribute. PH asked whether certain policies could be rationalised over MAT members. DR would investigate and implement where appropriate.</li> <li>PP targets had been scrutinised and found that some objectives would be ongoing. DR confirmed that TY's allocation and proposed expenditure was on website.</li> <li>Parental Feedback 2014-15 had been scrutinised and generally gave positive feedback. TC asked whether the negative response could be a reflection of how pupils arrived at SSSfN. SC advised that this question could be rephrased TY.</li> <li>Governor Monitoring reports had been scrutinised and showed a clear correlation between Concerns raised by Governors and SIDP objectives. This was a good example of Governor impact.</li> </ul> <p>Premises, Health &amp; Safety:</p> <ul style="list-style-type: none"> <li>TC confirmed that the change of day had enabled the Resources Manager and Site Caretaker to attend meetings which was invaluable. The Committee now attended each site and scrutinised paperwork on site.</li> <li>Recent Committee had attended Lingwood and Minutes would be passed to Clerk for distribution to all Governors.</li> <li>Compass Norwich (replacement for Spinney) was operational but there was still some ongoing work. However, the Committee was happy with progress.</li> <li>Issue raised there of older and younger classrooms directly facing each other which could allow pupil intimidation. DR to assess.</li> <li>SMART Log was in place for recording statutory H&amp;S requirements such as fire tests, legionella testing, pat testing etc. and across SSSfN sites this was up to date.</li> <li>TC reported on an initially unsuccessful bid to replace windows and doors at DBS, Earthsea and Potts Row had been appealed and subsequently won. Work is now to be scheduled.</li> <li>H&amp;S policy due for Review March 2016.</li> </ul>	<p>SC</p> <p>SG GOV CHALLENGE DR</p> <p>SC</p> <p>TC</p> <p>GOV CHALLENGE DR</p>	
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<b>8.0</b>	<b>Safeguarding</b>		
<b>8.1</b>	Prevent Duty- DR informed Governors of this legislation, previously circulated, and heightened awareness required; he advised that e-Safety policy had been updated and Prevent Policy for SSSfN was being formulated	DR	
<b>8.2</b>	KCSIE – DR advised that it was a statutory duty for all to be aware of this revised legislation. Governors agreed to sign covering sheet in recognition of their awareness. Clerk to c/f to Away Day.  PH is named governor for Safeguarding.	CLERK	
<b>8.3</b>	Safeguarding Self Review – DR advised due December 2015. Meeting to be booked with PH.	DR/PH	
<b>8.4</b>	Clerk advised increased frequency of Safeguarding Report to Governors. PH to action.	PH	
<b>8.5</b>	Governors Compliance Checklist – DfE version to be used.PH to action.	PH	
<b>9.0</b>	<b>SEN</b>		
<b>9.1</b>	Template for SEN information report to be forwarded to SC and VS by clerk.	CLERK/SC/VS	
<b>10.0</b>	<b>LAC</b>		
<b>10.1</b>	AL to liaise with Katrina Warner termly for LAC information and to produce report.	AL	
<b>11.0</b>	<b>Ofsted update</b>		
<b>11.1</b>	DR to distribute SIDP and SEF to Governors.  DR reminded Governors that an Ofsted inspection was due this term and the importance of their contribution.  It was agreed that Governors would not need an additional crib sheet.	DR	
<b>12.0</b>	<b>Governor Training</b>		
<b>12.1</b>	DR confirmed that Safeguarding Training for Governors was on 08/10/15 at Locksley School 5-7pm.	ALL	
<b>12.2</b>	All Governors were urged to complete Safer Recruitment on line training via NSPCC website.	ALL	
<b>12.3</b>	NGLS training session on Pupil Premium tba. Trust Administrator to book and advise.	TRUST ADM	
<b>12.4</b>	Governor Away Day- Trust Administrator to arrange for Saturday this term at Drayton Governors to advise dates to be avoided. Once confirmed DR to circulate programme to include- VVE, Ofsted Q&a'S,Statement of Governance, GBSEF.	TRUST ADM	

<b>13.0</b>	<b>Succession Planning</b>		
13.1	PH advised that now SSSfN FGB was developing and his Board involvement was increasing, he would propose to resign Chairmanship of FGB after TY. He urged other Governors to consider taking on the role and to use TY for shadowing and undertaking training to prepare.	ALL	
<b>14.0</b>	<b>Engage Report</b>		
14.1	DR advised that the MAT had joined the Special Schools Trust for Norfolk.		
14.2	The MAT had received approaches from Cambridgeshire and Suffolk Councils with a view to commissioning places and/or sponsoring their sites. The DfE would be used as a broker.		
14.3	Approaches had been received from Essex CC to look at the model in place.		
14.4	Adverts were out for Directors.		
<b>15.0</b>	<b>AOB</b>		
15.1	PH advised that there was a Cooperative School's Conference booked at SSSfN on 17/10/15, 10.30-4pm. All were welcome to attend and could request details from PH direct.		
<b>16.0</b>	<b>Confidential Items</b>		
16.1	Clerk requested Governors for a Complaints Panel. SR, SW, DF, KH volunteered. Clerk to liaise.	CLERK	
Meeting closed at 18.15			

Signed.....

Date.....