

# The Short Stay School for Norfolk Academy

## Full Governing Body Meeting

### Minutes

27<sup>th</sup> September 2016 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Des Reynolds - CEO (DR)	Jenny Bird (JB)	Vicki Setters - Exec Head (VS) Katrina Warren- Head of School Specialist (KW)	
Sue Cooke (SC)	Cath Catt (CC)	Jan Casey (JC)	
Trevor Cockburn (TC) Tony McGhee (TM)	Lynsay Barrett. (LB) Sandra Summerfield (SS)	Andriana Sneddon- Clerk	

No	Item	Action	Y/N
<b>1.0</b>	<b>Apologies and Absences</b>		
1.1	Meeting opened at 16.30.		
1.2	CC as Vice took the Chair as COG sent apologies.		
1.3	Apologies were received and accepted from Laura Sutton, Stefan Rider and Andy Lamb.		
1.4	CC welcomed Sandra Summerfield as new Governor and Katrina Warren- Head of School Specialist; brief introductions were made.		
1.5	Clerk advised of resignations from LGB of Kerry Harris, Dennis Freeman Phil Harris and Clive Evans and end of term for Sue Whitaker; letters of thanks had been sent		
<b>2.0</b>	<b>Declarations of Interest</b>		
2.1	Standing interest of TC and DR; no impact agenda items		
<b>3.0</b>	<b>Previous Minutes</b>		
3.1	Minutes (18/7/16)–Proposed by JB 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; Monitoring calendar compiled, Governors to provide dates for nominated responsibilities through the year	ALL	
4.2	PH has submitted report following HR file audit		
4.3	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.	SS	
4.4	VS advised that Icen Health will be working with Rosebery staff on an attendance project next term- VS reported that a meeting had taken place with Icen Health but due to lack of funding a project could not take place		
4.5	Staff wellbeing survey issued via Survey Monkey- results to be correlated October	CLERK	
4.6	Equality audit completed- statement of Equality Objectives to be completed during summer for autumn website publication. SS offered to take Equalities responsibility and would review audit results to develop action plan, Clerk to publish review on website	SS/CLERK	
4.7	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.		
4.8	TA advised resignation of SR as COG due to work commitments and less flexible working patterns. All governors to consider taking role and advise.	ALL	
4.9	A vote of thanks was given to SC for all her work in developing role and impact of Standards Committee; the committee will now be chaired on a rolling basis as per July 16 Minutes, point 10.4.		
5.0	LGB Business		
5.1	Standing Orders for GB 2016-17, previously distributed, proposed for acceptance by TC, seconded by JC and unanimously approved by GB. Clerk to publish.	CLERK	
5.2	Code of Conduct previously distributed, proposed for acceptance by LB, seconded by TM and unanimously approved by GB; all governors present signed, Clerk to follow up outstanding governors.	CLERK	
5.3	Updated Ofsted Handbook previously distributed; Clerk advised amendments of whom inspectors will expect to meet with to discuss governance, the need of ongoing training and the possibility of media searches prior to school visit. Governors were urged to familiarise themselves with SIDP and advised that updated SEF would be available shortly.	VS	
5.4	Clerk advised entry of all governors on Edubase		

<b>6.0</b>	<b>Committee reports</b>		
6.1	<p><b>Standards;</b> JB as Autumn term Committee Chair presented a summary report, previously distributed, outlining work of Standards Committee and referred Governors to Minutes for fuller explanation if needed.</p> <p>Committee ToR were presented for approval by CC, seconded by LB and unanimously accepted.</p>		
<b>7.0</b>	<b>Nominated Governor Reports</b>		
7.1	<p>There were no nominated governor reports; Clerk urged all Governors to schedule monitoring visits to their area of responsibility and provide dates LS would be visiting Drayton to discuss Safeguarding requirements and updates with clerk this week.</p> <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. .</p>	ALL LS	
7.2	<u>Bullying and Racism</u> - no report available; JC to calendar visits for next year	JC	
7.3	<u>SEN and LAC</u> -no report available; TM to calendar visits for next year	TM	
7.4	<p><u>PHS</u>- no report available; TC to provide summary report next LGB following 3 site visits</p> <p>SC queried any update boiler installation at Belton and removal disturbed asbestos; DR advised that area was locked and inaccessible; hoped to be remedied during planned boiler replacement autumn.</p>	TC CHALLENGE	
7.5	<u>Equalities</u> - SS to develop action plan from Equalities Audit	SS	
7.6	<u>PP and Sports Premium Funding</u> - no report available		
7.7	<u>Behaviour and Attendance</u> -no report available; visits calendared	CC	
<b>8.0</b>	<b>Exec HT's report</b>		
8.1	<p>Previously distributed with 2015-16 highlights with points to note;</p> <ul style="list-style-type: none"> <li>• Increase GCSE attainment year on year (NB comparative 2013 as last inspection date).</li> <li>• Progress PP and vulnerable group students</li> <li>• Progress low attainers</li> <li>• Attendance highlights esp. vulnerable groups</li> </ul> <p>CC queried lower attainment girls; VS advised possibly due to unsuited KS4 curriculum; see point 9.3</p> <p>SC queried SATs results; KW advised that more pupils now sitting KS1+KS2 SAT's despite arrival baseline not at age expected level</p> <p>TC queried attendance levels at Locksley and Rosebery; VS advised some poor recording LY; staff have been prompted TY via bulletin; SS to check at monitoring visit</p> <p>TM queried actions taken to alleviate lessons rated below good; VS advised that staff are monitored via Informal Support Plan to help improve practice for a period of 2 reviews and this has record of improvement. DR added this method supported by Maintaining Good protocol and policy of which staff</p>	CHALLENGE  CHALLENGE  CHALLENGE SS  CHALLENGE	



	<p>will have reached commissioned placement by end this week; currently 284NOR vs 290 places</p> <p>SS queried why there was a bottleneck of pupils not reintegrating to mainstream; VS advised that there was a noticeable reduction in pupils returning to mainstream, possibly as HT's were concerned at views of existing parents, and the lack of suitable specialist provision for those pupils not suitable for return to mainstream; Governors noted that Compass and Earthsea were only specialist provision for KS1 and despite addition extra classes here the trend was continuing</p> <p style="text-align: right;">SC LEFT MEETING AT 5.30PM</p>	CHALLENGE	
<b>9.0</b>	<b>SIDP</b>		
9.1	Previously distributed 2015-16 final and 2016-17 planned.	VS  CHALLENGE  CHALLENGE	
9.2	VS advised that outstanding objectives 2015-16 had been carried over to TY SIDP to ensure completion.		
9.3	CC queried what was being done to improve girl's attainment; VS advised that KS4 curriculum was possibly not suitable and new curriculum would focus on developing Arts with opportunity to start a nail bar TY; new Engagement lead brings expertise of accreditation and knowledge in this area.		
9.4	TM queried impact of recent focus on sexual harassment of girls at school and actions being taken at SSSfN; VS advised current planning of work via PSHE and posters to raise profile		
<b>10.0</b>	<b>Stakeholder Forum</b>		
10.1	Clerk advised provisional date 14/11 5-7pm at Locksley school.		
<b>11.0</b>	<b>GIP</b>		
	C/F Governance Away Day		
<b>12.0</b>	<b>Governor Training</b>		
12.1	Governor Safeguarding training at next LGB	TC	
12.2	TC to attend Safer Recruitment training Clerk reminded all governors that Ofsted will be looking at Governor CPD under effectiveness Leadership and Management		
<b>13.0</b>	<b>For approval</b>		
13.1	<p>Compass protocol 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>• Absconsion Policy revision</li> </ul> <p>JB proposed for approval, seconded by JC and unanimously accepted.</p>		

13.2	<ul style="list-style-type: none"> <li>SSSfN Safeguarding Policy Revision incorporating recent changes in legislation</li> </ul> <p>SC proposed for approval, seconded by TC and unanimously accepted- Clerk to publish on website.</p>		
13.3	<ul style="list-style-type: none"> <li>Equalities Audit</li> </ul> <p>CC proposed for approval, seconded by LB and unanimously accepted- Clerk to publish on website</p>		
13.4	<ul style="list-style-type: none"> <li>SRE</li> </ul> <p>TM proposed for approval, seconded by TC and unanimously accepted- Clerk to publish on website</p>		
<b>14.0</b>	<b>Confidential Items</b>		
14.1	There were none		
<b>15.0</b>	<b>AOB</b>		
15.1	JB cordially invited all governors to MacMillan Coffee morning at Brooklands School on Friday 30 <sup>th</sup> September		
<b>16.0</b>	<b>Monitoring calendar</b>		
16.1	All governors to provide dates to Clerk	<b>ALL</b>	
<b>17.0</b>	<b>Next meeting date</b>		
	12/11/16 Governance Away Day; details tbc 05/12/16 LGB 4.30pm at Locksley School		
	<b>Meeting closed at 17.45</b>		

Signed.....

Date.....

