The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

27th 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 Tony McGhee	(TC) (TM)	Lynsay Barrett. Sandra Summerfield	(LB) (SS)	Andriana Sneddon- Clerk

No	Item	Action	Y/N
1.0	Apologies and Absences		
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		
2.0	Declarations of Interest		
2.1	Standing interest of TC and DR; no impact agenda items		
3.0	Previous Minutes		
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.		

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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 4.3	PH has submitted report following HR file audit 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	SS	
4.4	Committee for review. VS advised that Iceni Health will be working with Rosebery staff on an attendance project next term- VS reported that a meeting had taken place with Iceni Health but due to lack of funding a project could not take place	33	
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		

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6.0	Committee reports		
6.1	Standards; 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. Committee ToR were presented for approval by CC, seconded by LB and unanimously accepted.		
7.0	Nominated Governor Reports		
7.1 7.2 7.3 7.4 7.5 7.6 7.7	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. 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. Bullying and Racism- no report available; JC to calendar visits for next year SEN and LAC-no report available; TM to calendar visits for next year PHS- no report available; TC to provide summary report next LGB following 3 site visits 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. Equalities- SS to develop action plan from Equalities Audit PP and Sports Premium Funding- no report available Behaviour and Attendance- no report available; visits calendared	ALL LS JC TM TC CHALLENGE SS CC	
8.0	Exec HT's report		
8.1	 Previously distributed with 2015-16 highlights with points to note; Increase GCSE attainment year on year (NB comparative 2013 as last inspection date). Progress PP and vulnerable group students Progress low attainers Attendance highlights esp. vulnerable groups 		
	CC queried lower attainment girls; VS advised possibly due to unsuited KS4 curriculum; see point 9.3	CHALLENGE	
	SC queried SATs results; KW advised that more pupils now sitting KS1+KS2 SAT's despite arrival baseline not at age expected level	CHALLENGE	
	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	CHALLENGE SS	
EGR Meeting	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	CHALLENGE	tambar 2016

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aware	
JC queried success of Arrow intervention scheme; KW advised that data to demonstrate success during Spring term was available and more evidence would be available end Autumn term following roll out to all Primary bases; KW to provide Spring data for distribution.	CHALLENGE
TM queried who responsible for opening and closing Brooklands due to lack Caretaker; JB advised being managed by NORSE cleaner, awaiting decision re outcome current caretaker.	CHALLENGE
 DR advised governors of recent significant incident at Belton where pupil had fallen through roof skylight resulting in operation for fractured skull and brain bleed. The Trust and senior staff now participating in criminal investigation with HSE which could continue for some time and in meantime were working to reduce access there and at other high risk bases to avoid recurrence; DR assured governors that responsible body is Engage Trust but was hopeful of a positive outcome. 	
CC asked how staff were coping with impact of incident; DR advised that staff were given access to therapeutic support on the day and were showing some resilience; one member staff absent as possible response.	CHALLENGE
JC queried impact on other pupils; KW advised that so far there had been a muted response and that therapy was also available. One pupil felt some guilt as possible copycat action but time would reveal any other impact. Additional family therapy sessions had also been offered and good communication links had been established with child's carer and social care colleagues	CHALLENGE
TM queried whether possible child had fitted before fall; KW was unable to comment as child had been out of sight but he had no previous episodes of seizure.	CHALLENGE
TM queried any media traffic; DR advised possibly not until outcome HSE investigation but some social media traffic	CHALLENGE
Rosebery phones resolution; 26/09 target date for resolution	
CC queried roll out and implementation ICT infrastructure; DR advised that this had taken place quite smoothly and VS confirmed that by term start all staff had been able to access necessary software.	CHALLENGE
JC queried staff suffering stress and whether this was work related; DR advised that one case was home related but other as a response to LY's over capacity. As a result DR/VS to devise a Staff Stress protocol and Policy.	CHALLENGE DR/VS
Governors queried huge discrepancy attainment between schools and AP; VS advised very disappointing accreditation results from AP LY as a driver to bring some AP in house and this is being considered in Curriculum restructure for 2017.	CHALLENGE
Governors noted excellent work carried out by Ian Flynn during summer; CC to write letter of thanks.	SUPPORT/CC
DR drew attention to finance issue and advised governors that cash flow was especially tight with any buffer having been used up by LY's over	

VS advised that all staff aware not to exceed capacity and expectation that

outlined coping strategies for this year; see report.

capacity and a mismatch between income and payment of costs; DR

	will have reached commissioned placement by end this week; currently 284NOR vs 290 places 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 SC LEFT MEETING AT 5.30PM	CHALLENGE	
9.0	SIDP		
9.1	Previously distributed 2015-16 final and 2016-17 planned.		
9.2	VS advised that outstanding objectives 2015-16 had been carried over to TY SIDP to ensure completion.	vs	
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.	CHALLENGE	
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	CHALLENGE	
10.0	Stakeholder Forum		
40.4	Clerk advised provisional date 14/11 5-7pm at Locksley school.		
10.1			
11.0	GIP		
	GIP		
11.0	GIP C/F Governance Away Day	TC	
11.0 12.0 12.1	GIP C/F Governance Away Day Governor Training Governor Safeguarding training at next LGB TC to attend Safer Recruitment training Clerk reminded all governors that Ofsted will be looking at Governor CPD	TC	

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

Signed	 	 	
Date	 	 	

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