

Short Stay School for Norfolk

Standards Committee Meeting

Minutes

12th July 2016 @ 1600

Locksley School, Locksley Road, NR4 6LG

Attendees

Sue Cooke (SC) -Chair	Jenny Bird (JB)	Lynsay Barrett (LB)
Phil Harris (PH)	Cath Catt (CC)	Laura Sutton (LS)
Vicki Setters – Head of School SSSfN –by invitation (VS)	Rachel Thornberry-Primary Lead DBS- by invitation	Lesley Moore-Data Manager SSSfN-by invitation
Jane Maclennan- Secondary Lead SSSfN		Andriana Sneddon TA/Clerk

No

Item

Action

No	Item	Action
	Meeting commenced at 16.05	
1.0	Apologies and Absences	
1.1	Apologies were received and accepted from Jan Casey. Sue Whitaker had submitted apologies but her lack of attendance was referred for discussion at LGB. Rachel Thornberry, Jane Maclennan and Lesley Moore were welcomed to the meeting	
2.0	Declarations of Pecuniary Interest	
	There were none	
3.0	Previous Minutes	
3.1	Minutes of previous meeting 10/05/16 were accepted as a true and accurate record with no amendments and were signed off by Chair.	
4.0	Matters arising.	
4.1	Points to note as follows:	

	<ul style="list-style-type: none"> • LS had spoken with external advisor who was keen to discuss plan- VS/LS to set up meeting September 16 • PP funded instructor in place and some impact seen already • Refer need for In house Educational and Clinical psychologists and social worker to Trust; LS advised that use of voluntary social worker could give evidence of post impact and would inform possible JD and decision whether a social worker of different qualification was needed • VS advised that in response to recognised need for IAG officer, trial for one year from Sept using PP funds would take place to improve NEET Engagement for Locksley and DBS, by developing relationships with FE /apprenticeship providers Governors queried other sites- VS advised that use of Admin staff with previous experience.LS advised that LAC pupils already have personal advisor to carry out this role so focus should be remaining pupils • VS updated Governors on Curriculum development for next year. Following recognition that KS3+4 curriculums not fit for purpose, it is proposed that Core and Engagement are merged with individualized timetables facilitated by bringing some AP on site. This would give the benefit of flexibility of what pupils do and quality assure provision although physical space could be a restraint; VS to revert next year 	<p>VS/LS</p> <p>CHALLENGE</p> <p>VS</p>
<p>5.0</p>	<p>Scrutiny of Behaviour</p>	
<p>5.1</p>	<p>RT outlined to Governors the culture of positive behaviour and rewards that is cultivated at DBS and the impact this has had ; she outlined reward mechanisms in place as well as tracking systems allowing prompt trend recognition and intervention and subsequent positive impact on attendance, SI's, FEX and pupil progress (see reports attached)</p> <p>JM outlined the use of Secondary Handbook as behaviour model and use of RAG rating to inform school response (see attached). Pupils enjoyed end of week reward tea and biscuits. JM explained that consistency of methods across sites allows drill down of the evidence at individual pupil level and this information is used to inform ILP's and next stage requirements e.g. complex needs school/ reintegration to mainstream, use ed psych. VS advised that behaviour tracking tool provides concrete evidence of improved academic progress and that where a pupil's needs are met, behaviour would correspond.</p> <p>Governors questioned how the school would react to pupils who frequently started the day poorly- JM advised that the school worked closely with family, would possibly alter timetable and familiarity with pupils allowed trigger recognition and quicker and appropriate response.</p> <p>Governors queried the impact of increased pupil numbers on behaviour- JM recognised that this had put pressure on staff and changes group dynamics but that a positive environment of reward helped negate frequent instances of poor behaviour. VS advised governors that they should recognise that all staff had responded well to increased NOR and had provided additional classes without complaint to ensure all pupils received education and despite this increase, progress, attendance, behaviour and SI's had all shown positive trend.</p> <p style="text-align: right;">LS JOINED MEETING AT 4.25PM</p> <p>Governors queried provision for pupils with complex needs who are " stuck" at</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p>

	<p>SSSfN- VS advised that staff are meeting their needs successfully and there is the opportunity to move base if more appropriate provision can be provided elsewhere.</p> <p>Governors queried action taken if a child is being bullied; JM advised that if the situation could not be resolved then it was more effective to move the bully to another base. VS advised of invisible cyberbullying that takes place as being a difficulty- Governors queried actions if aware- JM advised that staff take prompt action once advised and closely liaise with family and external specialist agencies and police if necessary. Pupils are educated through PSHE and BV's curriculum.</p> <p style="text-align: right;">PH JOINED MEETING AT 4.30PM</p> <p>Governors queried how staff are made aware of school policies relating to behaviour- VS advised this is covered during induction and displayed in practice of cultivating a positive environment. Governors queried how this consistency is maintained with supply staff; VS advised that a crib sheet is available in addition to Rewards and Relationship policy.</p> <p>Governors queried what CPD is/has been available to staff-VS advised that STEP's training is crucial and more regular training sessions will be calendared next year. For staff who find managing behaviour difficult there is the opportunity to discuss at weekly staff meetings, to go on a Support plan and to experience peer teaching at another base. RT advised that in Primary, struggling staff are quickly identified due to number SI's and where acknowledged, individual review meetings to agree improvement strategies are agreed. If this is not achieved, staff will go on to a support plan/capability route. RT stressed that it was vital that acknowledgement and conversations with staff take place quickly to ensure resolution. JB advised that opportunities to discuss issues arise at weekly staffing meetings and having an onsite trainer allowed updating of knowledge/practice promptly. LB advised that Earthsea staff have a daily debrief to support new staff.</p> <p>Governors were interested to know how pupils would describe behaviour at SSSfN- JB advised that at Brooklands, pupils on School Council had generated their own questionnaire and used results to inform acceptable behavioural standards and expectations. JM advised that at secondary level, this was very much dependent on situation pupils find themselves in. Both RT and JM endorsed success of restorative process. Anecdotally, Visitors to school regularly comment that the environment was not what they had expected and a previous disgruntled neighbor at DBS had recently visited a school fayre to comment that his opinion had been entirely changed. VS advised that incidents do/will take place but there is a clear sense of staff being ready and able to deescalate and contain situation.</p> <p>Governors acknowledged that staff had achieved SDP objective and thanked staff for all their efforts and commitment.</p> <p style="text-align: right;">JM AND RT LEFT THE MEETING 4.50PM</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p>
6.0	Scrutiny of Attendance	
	<p>LM advised that had taken responsibility for Attendance as it became focus SDP and provided governors with a comprehensive report outlining procedure, responsibility and addressing queries raised previously (see attached) . Over this year, more consistent practice at bases facilitated by provision of detailed weekly attendance reports. LM acknowledged that despite great strides forward there was still a need for better consistency of management responsibility but that this may be addressed by possible staffing restructure 2017 and outlined to Governors further areas of development. Governors were pleased to note a very positive four</p>	

	<p>year rising trend for SSSfN as well as excellent comparative of +6.8% to national PRU figures and commended all staff for their work in this area.</p> <p>Governors were aware that Fast track was time consuming and queried the impact of 21 pupils undergoing this. LM advised use of Family Group Conferencing which works in some cases but requested the consideration of in house Social Worker.</p> <p>Governor's queried attendance at AP- LM advised that requirement of SLA that absence is advised daily but need has been recognised for a daily attendance/behaviour tracker at AP sites- to be developed by new Engagement Leader Sept 16 and to provide comparatives school and AP attendance and use AP attendance as a tool to identify appropriate site.</p> <p>Governors queried the impact of increased numbers on Engagement- VS advised that this had been felt but with use of less AP providers and possible more static cohort from September, this should manageable again</p> <p>Governors queried whether there was any evidence that pupils' behaviour was any better than when they were at mainstream schools- LM advised there was some indication of improvement if information had been passed on but that this was not always reliable- LM to investigate transfer of SIMS data from previous school.</p> <p>Governors queried how request for absence in term time is managed- LM advised that this would be noted as unauthorised absence and that noted exceptions would only be considered if baseline attendance was satisfactory.</p> <p>LM advised ongoing problems with taxi service at Rosebery and impact this has. Governors noted that this ongoing issue had not been resolved and requested that this be referred to Annual Conversation with LA as not being appropriate to meet pupils' needs. COG and Vice with LM to provide report to County Councilors- Sept 16</p> <p>Governors thanked LM for her commitment and hard work.</p> <p style="text-align: right;">LM LEFT MEETING 5.20PM</p>	<p>SUPPORT</p> <p>CHALLENGE LGB</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE LM</p> <p>CHALLENGE</p> <p>PH/SC/LM</p> <p>SUPPORT</p>
7.0	Summary of Governor Monitoring	
	VS/SC to meet to develop next year's monitoring calendar C/F LGB meeting next week	VS/SC CLERK
8.0	Confidential items	
	There were none	
9.0	AOB	
	There was none	
10.0	Date and Time next meeting	
	20/09/16 4pm at Locksley School	
Meeting finished at 18.00		

Signed.....

Date.....