

Short Stay School for Norfolk

Standards Committee Meeting

Minutes

14th December 2016 @ 1600

Locksley School, Locksley Road, NR4 6LG

Attendees

Jenny Bird - Chair (JB)	Lynsay Barrett (LB)	Cath Catt (CC)
Sandra Summerfield (SS)	Sue Cooke- Link Director (SC)	Jan Casey (JC)
Katrina Warren- Head of School Specialist (KW)	James Cox- by invitation	Sandra Govender- by invitation
Annette Walker- by invitation		Andriana Sneddon TA/Clerk

No Item

Action

Meeting commenced at 16.00

1.0	Apologies and Absences	
1.1	Apologies were received and accepted from Tony McGhee, John Rous Milligan and Vicki Setters	
1.2	Sandra Govender, Annette Walker and James Cox were welcomed to the meeting.	
1.3	TA advised that resignation had been received from new governor Leila Stubbs.	
2.0	Declarations of Pecuniary Interest	
2.1	LS advised declaration of membership of partnership group involved in offering services to families and children should now be deleted as partnership dissolved. Applicable also for SS; TA to administer	TA TA
3.0	Previous Minutes	
3.1	Minutes of previous meeting 22/11/16 were accepted as a true and accurate record with no amendments and were signed off by Chair.	
4.0	Matters arising	

4.1	<p>Points to note as follows:</p> <ul style="list-style-type: none"> • Awaiting current PP report revision. • Outstanding missing SEN codes; VS to revert • Governors requested notation of pupil as being in Kinship Care; some work being carried out to ascertain if possible via SIM's • Following resignation of new governor, LS suggested introduction of buddying system to provide support and mentoring in addition to initial discussions with HT to provide school context. All governors were keen to implement and TA will assign next new intake. 	<p>VS</p> <p>VS</p> <p>VS</p> <p>TA</p>
5.0	Food Technology across the SSSfN	
5.1	<p>Sandra Govender and Annette Walker were welcomed to the meeting and invited to present their report based on previously notified Governor questions, attached.</p> <p>Additional Governor queries as follows:</p> <ul style="list-style-type: none"> • How was good practice identified at DBS transferred to other bases? SG advised that Food Tech has now been recognised as specialist subject and assigned member XLT to manage, its development has been incorporated into own subject development plan and that accredited courses carried out at DBS and Earthsea was now consistently introduced across 3 bases. Plan to link Primary to be reviewed Spring term. Jamie Oliver Award to be introduced from Sept 17 as equivalent to BTEC award and possibility to expand accreditation with on-site vocational centre • What CPD would be needed to achieve above? SG advised this an area to develop and review using skills checklist with immediate need identified for broader Nutrition knowledge and development of cross curriculum links particularly with SMSC and BV's.SG expanded the natural link of food with multi culturalism, religions and exploiting opportunities to talk and raise awareness in a more informal setting. SG advised that all staff achieve Level 2 Hygiene Certificates. • CC queried whether time allocation within timetable was sufficient to achieve planned BTEC; AW advised currently under evaluation but hoped achievable as BTEC not massively theoretical. • LS queried level of parental involvement/ possible avenues of future development considered and possible benefits addressing obesity/ cultural exchanges and positive behavioural impact. AW advised development of cooking club/café, JB advised link with TESCO and Compass link with Pizza Express. Governors expressed willingness to assist. SG advised that recent pupil survey had generated excellent comments. • Governors queried partnerships with Children's Centres as a mechanism for parental liaison; JB advised this working at Brooklands as share same campus but that at other sites some difficulty due to wide catchment area of schools. 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p> <p>CHALLENGE</p>

	Governors thanked Sandra and Annette for their presentation and were pleased to note the development of the subject	SUPPORT
6.0	Food technology and ICT at DBS	
6.1	<p>James Cox was welcomed to the meeting and invited to present his report on Food tech based on previously notified Governor questions, attached with points to note as follows;</p> <ul style="list-style-type: none"> • Pivotal subject at DBS feeding into the wider curriculum and community events • Generally good behaviour in subject and good displays celebrating what has been covered and remain bright and relevant • Use of seasonal produce from garden and Ready Steady Cook type challenges to demonstrate initiative. LS offered use of materials developed for YP leaving care to prepare them for independence; LS to liaise with JC. • Weekly staff meetings to identify barriers to learning • Introduction of pupil work books had been a difficulty but governors were impressed by comprehensive book samples demonstrating use of pictures, MMG's to drive lessons, theoretical work and literacy corrections. • Development of LL's in hand • Plans in longer term to harness passion of instructors and develop their skills. <p>Governors thanked James for his presentation.</p> <p style="text-align: right;">SG AND AW LEFT MEETING AT 4.45PM</p> <p>JC made a follow on presentation on ICT at DBS with points to note as follows;</p> <ul style="list-style-type: none"> • Development LL huge task and presently embedding; pleased with outcome of achieving LL's to accreditation level across a complex subject • Hopeful that first data point will demonstrate good progress for pupils in ICT and first accreditation to be achieved this year in ITQ Levels 1 and 2 and Functional Skills. Governors expressed interest in pupil Business Projects and extended offer to hear presentations if deemed useful. • Multi-faceted subject incorporated into SMSC and BV's and vice versa. <p>Governors queried onward route of higher achievers and possible availability of apprenticeships with LA; JC to investigate.</p> <p>Governors thanked James for his presentation.</p> <p style="text-align: right;">JC LEFT MEETING AT 5.05PM</p>	<p>SUPPORT LS/JC</p> <p>SUPPORT</p> <p>SUPPORT</p> <p>SUPPORT</p> <p>SUPPORT</p> <p>CHALLENGE JC SUPPORT</p>
7.0	Food technology and ICT at Rosebery	
7.1	No presentation was given due to long term absence of staff	
8.0	Curriculum changes	
8.1	TA advised that staff consultation papers had now been distributed with 4-week period to return queries, areas for review. Governors would be updated at next LGB meeting February 2017	

9.0	Governor Monitoring	
9.1	<ol style="list-style-type: none"> 1. CC had attended Locksley; re Behaviour Tracker was pleased to note consistency of use across bases, PSHE audit provided good evidence of progress in soft subject, implementation LL's ahead of schedule. Query raised re pupil knowledge of governors; KW suggested a Governors Assembly to be calendared into school assembly schedule and introduction of Governors suggestion box at bases; KW to advise at next XLT Strategic meeting., 2. SS had attended Rosebery and raised concern re some staff reluctance/resistance to introduction LL's. Governors suggested utilisation of enthusiastic Secondary teacher as ambassador; KW to liaise with Jane MacLennan to implement. SS further highlighted lack of use of Restorative Approach at Rosebery; KW/VS/JM to check training and refresher needs. 3. LS raised concern of inconsistency of safeguarding policies and processes across bases and staff structure and how this could be double checked; in liaison with JM an action plan would be developed. 	<p>CHALLENGE</p> <p>KW</p> <p>CHALLENGE KW/JM</p> <p>CHALLENGE KW/JM</p> <p>CHALLENGE VS/JM/LS</p>
10.0	Governor Monitoring	
10.1	TA thanked Governors for carrying out visits and advised staff appreciation and the opportunity for Governors to provide a level of scrutiny that may be missed by staff.	
11.0	AOB	
11.1	<ol style="list-style-type: none"> 1. Thanks were extended to Tony McGhee for his help with Christmas dinner at Compass Lingwood 2. Thanks were expressed to ET for all Christmas gifts and cards distributed to bases 	
	Date and Time next meeting	
	01/02/17 at 4pm at Locksley School	
Meeting finished at 17.45		

Signed.....

Date.....