

# The Short Stay School for Norfolk Academy

## Full Governing Body Meeting

### Minutes

25<sup>th</sup> September 2017 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Des Reynolds - CEO (DR)	Sue Cooke (SC)	Vicki Setters - Exec Head (VS)	
Katrina Warren- Specialist Head (KW)	Antony Kennedy- Head of School	Nigel Wood (NW)	
Jenny Bird (JB)	Lynsay Barrett. (LB)	Laura Sutton (LS)	
Andy Lamb (AL)	Geoff Baker (GB)	Andriana Sneddon- Clerk	

No	Item	Action	Y/N
	Prior to the meeting, Governors took a brief tour of new Vocational Learning Hub		
<b>1.0</b>	<b>Apologies and Absences</b>		
1.1	Meeting opened at 16.30.		
1.2	Apologies were received and accepted from John Rous Milligan and Sandra Summerfield. SR was absent		
1.3	TA advised had received resignation of Trevor Cockburn with immediate effect; Governors thanked TC for his contribution to work of SSSfN LGB. TC remains a Director of Engage Trust and Chair of Trust Premises, Health and Safety Committee		
<b>2.0</b>	<b>Declarations of Interest</b>		
2.1	Standing interests of DR, ; no impact agenda items		

<b>2.2</b>	<b>Previous Minutes</b>		
<b>2.2</b>	Minutes (10/717)–Proposed by NW and seconded by JB as an accurate record without amendment and signed off by the Chair.		
<b>2.3</b>	Confidential Minute (10/7/17) - Proposed by LB, seconded by SC as an accurate record without amendment by those present, and signed off by the Chair. These Minutes were sealed by Clerk.		
<b>2.4</b>	<b>Matters arising</b>		
<b>2.4</b>	<p>Matters arising as follows;</p> <ul style="list-style-type: none"> <li>• DR advised Staff Stress Protocol in draft based on NUT template</li> <li>• Availability trust emails for governors- available September 2017; TA to distribute</li> <li>• Voice of Child Working Party update- see agenda point 8.</li> <li>• The Governor’s to initiate a review of the 56 referrals to Children’s Services LS/SS/DR to liaise</li> <li>• KW advised Safeguarding Policy available at agenda point 10</li> <li>• EAP-C/F</li> </ul>	<p><b>DR</b> <b>TA</b></p> <p><b>DR/LS/SS</b></p>	
<b>3.0</b>	<b>Election of Officers</b>		
<b>3.1</b>	<p>Election CoG. No previous nominations received. DR advised that he would be acting CoG for SSSfN 2017-18 until a suitable replacement is found. Governors were made aware of EFSA recommendations that Accounting Officer should not be CoG to avoid a direct conflict of interest and that serious consideration of fulfilling the role should be given by all Governors.</p>		
<b>3.2</b>	<p>Election of Vice Chair No previous nominations received NW volunteered to take the role, seconded by LS and unanimously approved</p>		
<b>4.0</b>	<b>LGB Business</b>		
<b>4.1</b>	<ol style="list-style-type: none"> <li>1. Standing Orders- amended with addition requirement of Governors to self-disclose any criminal conviction. DR reminded Governors of Corporate responsibility. Proposed for acceptance with addition by AL, seconded by LS and unanimously accepted.</li> <li>2. Code of Conduct- Proposed for acceptance by NW, seconded by AL and unanimously accepted.</li> <li>3. ICT Code of Conduct-Proposed for acceptance by JB seconded by AL and unanimously accepted. LS queried security of information between GB; DR advised new email platform would provide this.</li> <li>4. Governors completed annually required business admin forms- CDQ, Section 128, Declarations Business and Pecuniary Interests, Acknowledgments and MAT objects- TA to file and publish required information to website</li> <li>5. SLA between SSSfN and ET for provision central services from September 2017 for 12 months. Proposed for acceptance by SC,</li> </ol>	<p><b>TA</b></p> <p><b>CHALLENGE</b></p> <p><b>TA</b></p>	

	seconded by GB and unanimously accepted.		
<b>5.0</b>	<b>Statutory roles Committee Structure</b>		
<b>5.1</b>	Statutory roles were agreed as follows; <ul style="list-style-type: none"> <li>• Safeguarding =LS</li> <li>• PP = SC</li> <li>• Anti Bullying = LS</li> <li>• H&amp;S = AL+SR</li> <li>• Esafety = JRM</li> <li>• SENd+CLA = SC+NW</li> <li>• Equalities = SS</li> <li>• Behaviour, Attendance and Personal development = NW</li> <li>• Voice of Child Working party = SS +LS+NW+DR</li> </ul>		
<b>5.2</b>	Standards Committee will continue to scrutinise academic standards and performance, quality curriculum and T&L, PP spending and impact, attendance, vulnerable groups, behaviour. Committee will now meet half termly and have the following members; LB, JB, LS, SS, SC, NW, VS. Chair of Committee will rotate on a termly basis as follows; Autumn = LS Spring = SS Summer = NW		
<b>5.3</b>	Meetings calendar 2017-18 was previously distributed to all Governors Work planner 2017-18 was previously distributed to all Governors		
<b>6.0</b>	<b>Exec HT's update</b>		
<b>6.1</b>	VS advised governors, verbally, of excellent 2017 Secondary phase results and significantly better than other AP environments, see results sheet attached. SSSfN has seen an upward trend since 2013 in all categories and comparatively to other similar environments except for those pupils who are G&T who currently match national figures. VS advised that Curriculum change implemented this September should improve results- expectation improvement on TY; Governors to monitor closely.  VS advised ongoing focus to match/ achieve mainstream results as expectation that AP provision will be judged equally. Aim to be in best position to achieve this  KS2 SATs-VS advised majority pupils met ARE and improvements over past 2 years now indicate that majority eligible pupils will now take KS2 SATs; this credited to Learning Ladders focused approach. Governors commended staff.	<b>ALL/STD COMM</b>	
<b>6.2</b>	VS provided an update report on progress POAP, see attached. To give some context for new Governor, VS explained that much work had taken place over previous 2 years to alter both staff and pupil attitudes to teaching and learning to strive for best they can do but that this must be taken with awareness of shifting cohort and patterns of arrival, especially trend for Yrs. 10 and 11. VS clarified that SSSfN accountable for pupil results even if they arrive in exam year. GB queried use of IRP's; staff	<b>SUPPORT</b>  <b>CHALLENGE</b>	

6.3	<p>Governors advised anecdotally of examples where schools have chosen to take a fine rather than reinstate pupils on direction IRP.</p> <p>GB queried number pupils with care orders and whether this made a difference to transition times; DR advised usually @10% of cohort and although this should give these pupils priority, in reality, this does not happen and all pupils generally stay at SSSfN 1-2 years.</p> <p>VS advised had opened term with number staff vacancies due to lateness of completion staff restructure; now actively recruiting for January start dates. XLT reviewing how to recruit and retain quality staff. GB queried availability staff training options for progression; VS advised training in house to develop support staff to Instructor level and staff encouraged to achieve degree level via assessment route. GB suggested use of staff Secondment from other Trusts/schools and use of challenging environment as unique selling point in adverts to attract focused candidates.</p> <p>Governors queried coverage of vacancies- VS confirmed internal covering where possible and then utilisation of EES Supply bank.</p> <p>Vocational Learning Hub successfully opened September 2017</p> <p>VS advised thorough and meticulous work around Safeguarding now complete and embedding- VS commended LS for her assistance</p> <p>Moving forward VS advised introduction of regular termly monitoring across all bases by XLT, ongoing recruitment and CPD staff, Pupil Voice at Specialist bases, Behaviour Review across all bases by Sam Jackson and Antony Kennedy with staff and pupils and continued focus on Teaching and Learning.</p> <p>Expectation OFSTED monitoring visit this term- DR reminded Governors that could take up to 2 years for improvement RI grade.</p> <p>Attendance targets for 2017-18.</p> <p>Governors were advised of improving trend in pupil attendance since 2015 (64%, 75.5%). Target for 2017-17 95% with expectation achieve 80%.</p> <p>Governors requested comparative to AP providers be noted.</p> <p>Governors acknowledged and commended huge amount of work achieved by all staff whilst recognising ongoing challenge and objectives still to be met.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>ADVICE</b></p> <p><b>CHALLENGE</b></p> <p><b>REQUEST</b></p> <p><b>SUPPORT</b></p>	
7.0	<b>Safeguarding</b>		
7.1 7.2	<p>Safeguarding Self Review due for submission December 2017; VS and LS to liaise for completion</p> <p>LS reminded that staff references should only be accepted from a professional email address that can be validated.</p>	<p><b>VS/LS</b></p> <p><b>TA to advise OPs</b></p>	
8.0	<b>Governor Monitoring</b>		
8.1	<p>LS 30/6/17- scrutiny SCR and staff HR files- reports previously distributed and attached. LS confirmed that SCR and procedures to compile are robust and requested that all XLT are aware of methods and storage</p>		

	location. LS advised that all missing information is now <u>complete</u> .	VS	
8.2	SC 1/9/17- attendance at XLT PD day-report previously distributed and attached. SC advised evident teamwork and cohesive leadership team- SC commended professionalism of all those involved.	SUPPORT	
8.3	Voice of Child Working party; DR advised that 4 school bases now visited and a summary of responses compiled to identify trends; mutually respectful relationships between staff and pupils evident. Areas to develop; outside spaces, transport. DR to approach NCC re self-funding Next will visit 4 specialist bases to carry out same exercise in November and parental involvement.	DR	
8.4	Governor monitoring guidelines, previously distributed and attached, to be used as prompts when visiting bases and where to look for evidence. Governors were respectfully reminded that their role is not to monitor teaching in the classrooms. Governors were urged to liaise directly with VS to arrange visits to bases and that monitoring reports are good evidence for OFSTED of their involvement and scrutiny.	ALL	
9.0	<b>Website compliance</b>		
9.1	TA advised new requirements July 2017; TA and VS to review, update and adjust SSSfN website- Oct 17	TA/VS	
10.0	<b>Policies</b>		
10.1	Safeguarding 2017-18 This policy has been rigorously scrutinised by LS; confident that all adjustments made. Proposed for ratification by LS, seconded by NW and unanimously approved. TA to load to website	TA	
11.0	<b>Confidential items</b>		
11.1	DR advised NCC waiting list now become Lodestar cohort. Lodestar staff now located at Carrowbreck training centre with move to DBS bungalow by end September. Negotiations with Harford Community Centre in hand for leasing. Meeting with NCC property to discuss Norwich premises planned. Currently 28 pupils in provision- funded for 60, awaiting NCC to commission another 60 places for Lodestar 2.		
11.2	Children's Services currently undergoing restructure with likelihood Seb Gasse will take responsibility for Exclusions and Managed Moves. New director Children's Service in post October 2017 Sarah Tough.		
11.3	Finance- DR reminded Governors that LY had been financially challenging and this remains the case; all purchase orders still individually scrutinised and signed off by DR. Advised receipt of warning of Financial		

**Commented [LS1]:** I think it was Des that confirmed that the recommendations in the monitoring report were all followed up over the summer and the files are now easier to navigate, and references issue has been resolved.

	Notice to Improve unless conditions achieved of monthly monitoring by EFSA. Expectation that financial situation will improve		
<b>12.0</b>	<b>AOB</b>		
12.1	There was none		
<b>13.0</b>	<b>Meeting evaluation</b>		
13.1	Introduction of meeting evaluation form as good practice for self-reflective practitioners to be completed by Governors on a rotating basis; AL and NW this meeting.  Impact; Clear progress demonstrated in pupil academic performance and attendance as a result committed staff and improved aspirations for pupils.		
	<b>Next meeting 4/12/17 at 4.30pm.</b>		
	<b>Meeting closed at 18.30</b>		

Signed.....

Date.....