

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

4th December 2017 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees		
Nigel Wood (NW)	Sue Cooke (SC)	Vicki Setters - Exec Head (VS)
Katrina Warren- Specialist Head (KW)	Antony Kennedy- Head of School	Andy Lamb (AL)
Jenny Bird (JB)	Lynsay Barrett. (LB)	Andriana Sneddon- Clerk

No	Item	Action	Y/N
----	------	--------	-----

1.0	Apologies and Absences		
1.1	Meeting opened at 16.30.		
1.2	Apologies were received and accepted from Des Reynolds, John Rous Milligan, Laura Sutton, Geoff Baker and Sandra Summerfield. SR was absent NW took Chair as DR absent		
	Declarations of Interest		
1.3	Standing interests of ; no impact agenda items		
2.0	Previous Minutes		
2.1	Minutes (25/9/17)–Proposed by JB and seconded by LB as an accurate record without amendment and signed off by the acting Chair.		
2.2	Matters arising as follows; <ul style="list-style-type: none"> DR advised Staff Stress Protocol in draft based on NUT template Voice of Child Working Party update- visiting 4 specialist bases to carry out exercise and progressing with parental involvement. EAP-C/F 	DR	
2.3	Awayday Minutes (11/11/17) - Proposed by LB, seconded by SC as an accurate record without amendment by those present, and signed off by	SS	

	the acting Chair.		
3.0	Exec HTs report		
3.1	<p>VS provided an update report on progress POAP, see attached and timeline V5 which demonstrates majority of actions actioned and now focusing on embedding and monitoring. Hopeful by end year to have completed all actions across all bases and achieving consistency.</p> <p>VS reported that cost of AP dramatically reduced on LYs expenditure (£256k vs £1m LY) due to use of VLH and expectation to meet budget despite an expected spike in Spring term. Governors queried VLH capacity- VS advised introduction of all courses has been staggered as pupil turnover higher this year but expectation at capacity by end January 2018.</p> <p>Governors agreed that establishment of VLH represented value for money.</p> <p>Nurture curriculum for KS3 pupils who would have previously been off site, under review and remedied; VS reported these pupils in school, safe and making progress. Behaviour curriculum not currently in use as these pupils moved to Include and Cre8</p> <p>Teaching and Learning- new Asst Head from January with focused responsibility to drive improvements effectively. VS reported that 72% Secondary teaching staff have met Teachers Standards (qualified that 10% classes taught by temp.staff) and whilst this an improvement on Spring data, Governors queried actions to drive this improvement further. VS advised adoption of successful Primary practices in Secondary- Primary 89% met standards- and lesson observations ongoing. Governors queried use of external moderation- VS advised a possible financial implication of this but assured governors that she was confident in her ability to accurately assess alongside fresh input from AK. VS advised that this upward trend may dip as new staff settle.</p> <p>Recruitment to vacancies- vacant posts improved with expectation January 2018 to open with @x5 vacancies.</p> <p>Monitoring systems; focusing on embedding pupil tracker – monitored on weekly basis by KW/AK. More usage evident and acceptance of it as a tool rather than an additional task- once fully embedded and consistency across bases, supporting systems can be reduced. Anecdotally staff governors advised initially very time consuming but invaluable now as an instant snapshot for every pupil.</p> <p>Transitions; moving forward with building relationships and establishment of regular update meetings with NCC and EHCP Co-coordinators</p> <p>Data snapshot, attached; points to note-</p> <ul style="list-style-type: none"> • NOR not yet at capacity due to staggered starts and movement pupils to specialist/other places • Expectation at capacity by end January 2018 • KS4 numbers has forced an increase in Y11 groups • Primary pupils effectively stuck as no external capacity at specialist places. 	<p>CHALLENGE</p> <p>SUPPORT</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	

	<p>Governors queried average length time pupils on SSSfN roll; VS advised greatest opportunity for reintegration is within first 2 terms and if not achieved likelihood pupil will remain at SSSfN as they lose familiarity with mainstream classes and lack of dedicated support</p> <p>NEET/EET 2016-17; VS advised May 2016 RONI NEET indicated 73% pupils red, 19.2% Amber and 7.7% green. VS was pleased to advise Nov 17 data reversed figures. This had been achieved with appointment IAG post, Y11 Tutor group focus, speed interviews and support for pupils to attend interviews. VS advised TY possible difference due to moving cohort. Governors requested demonstration of impact VLH on TY NEET figures</p> <p>Primary PE and Sport Premium 2017-18; KW provided report, attached, and outlined why funding has doubled TY and demonstration of expenditure based on 5 key indicators to achieve sustainable impact. Delegated funds had been proportionally shared between Primary Leaders to spend locally and used flexibly at some bases to tie in with Ofsted recommendations. Proposed expenditure is monitored through KW to ensure appropriate and as Statement is specific to base, introduces accountability to leaders as appears in budget.</p> <p>Behaviour Review SOAP, attached; Key findings lack of consistency across bases and so working to ensure this rectified.</p> <p>Points to note as follows;</p> <ul style="list-style-type: none"> • Review carried out Autumn term by Ant Kennedy and Sam Jackson • Some policy reviews undertaken- for ratification at point 11 • Ongoing desire for SSSfN to reflect more mainstream practices and habits to aid reintegration • Development of reflection rooms at bases • Introduction KS4 uniform, fostering school habits and in response to Pupil Voice requests, from January 2018. • Introduction of Reward system with build up to free trip; • Link Governor (NW) to review Easter 2018 	CHALLENGE	
		REQUEST/VS	
4.0	SENd Audit SENd report to Governors		
4.1	SEN audit carried out by SC across bases June-October 2017, report attached. Evidence of positive impact governor monitoring with recommendation amalgamation of ILPs and Trackers.		
4.2	SENd report to Governors; no queries. Proposed for publication to website by NW, seconded by AL and unanimously approved. TA to load to website	TA	
5.0	LAC Review LAC Report to Governors		
5.1	LAC review carried out by SC, report attached.		

8.3	queries raised Trust PHS Committee- TA gave a verbal update on sites visited and improvement in statutory requirements- no queries raised.		
9.0	Governor Monitoring		
9.1	SC 13/10/17- fact finding VLH-report attached; no queries		
9.2	SC 1/11/17- attendance at Sports Partnership Meeting, report attached; no queries raised.		
9.3	NW 9/11/17- review provision outdoor learning and play at Earthsea, report attached. Sensory diet commended as good practice in supporting pupil's social and emotional development as well as calming to support classroom engagement. NW requested promotion of this aspect on website- VS/KW to consider		
10.0	LGB Business		
10.1	Cf next meeting		
11.0	Policies		
11.1	<ul style="list-style-type: none"> Behaviour Rewards and Relationships; proposed for ratification by NW, seconded by SC and unanimously approved. TA to load to website. Attendance; proposed for ratification by AL, seconded by JB and unanimously approved. TA to load to website. Missing Child; proposed for ratification by LB, seconded by NW and unanimously approved. TA to load to website. Positive Handling; proposed for ratification by SC, seconded by JB and unanimously approved. TA to load to website BCP; following review, proposed for acceptance by SC, seconded by AL and unanimously accepted. VS to distribute to policy implementers and TA to hold central copy. 	TA	
12.0	Confidential items		
12.1	There were none		
13.0	AOB		
13.1	There was none		
14.0	Meeting evaluation		
14.1	Introduction of meeting evaluation form as good practice for self-reflective practitioners to be completed by Governors on a rotating basis; AK and LB this meeting. Impact; Clear focus on keeping children safe		

	Ensuring appropriate progress being made by cohorts Progress of SIDP .		
	Next meeting 5/2/18 at 4.30pm.		
	Meeting closed at 18.30		

Signed.....

Date.....