

# The Short Stay School for Norfolk Academy

## Full Governing Body Meeting

### Minutes

5<sup>th</sup> February 2018 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Nigel Wood (NW)	Vicki Setters - Exec Head (VS)	Antony Kennedy- Head of School	
Sue Cooke (SC)	Jenny Bird (JB)	Lynsay Barrett. (LB)	
John Rous Milligan (JRM)	Laura Sutton (LS)	Andriana Sneddon- Clerk	

No	Item	Action	Y/N
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<b>1.0</b>	<b>Apologies and Absences</b>		
1.1	Meeting opened at 16.30.		
1.2	Apologies were received and accepted from Geoff Baker and Sandra Summerfield.		
	DR was absent		
	NW took Chair as DR absent		
1.3	TA advised resignation Stefan Rider due to relocation of employment. Governors requested letter of thanks to be sent- TA to action	TA	
	<b>Declarations of Interest</b>		
1.4	Standing interests , no new interests declared; no impact agenda items		
<b>2.0</b>	<b>Previous Minutes</b>		
2.1	Minutes (4/12/177)–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"> <li>• Staff Stress Protocol in draft based on NUT template</li> <li>• Alteration wording at 6.2 to reflect LADO outcomes</li> </ul>	TA	

3.0	Exec HTs presentation		
3.1	<p>1. VS provided a verbal update on progress POAP, and timeline V7 which demonstrates majority of actions actioned and now focusing on continuing to embed and monitor. Following appointment of Asst HT responsible for T&amp;L and attendance at NOA training, developed additional action plan to address areas identified and pushing this forward. Main issues in this area identified at Secondary level from recent review and remedial actions summarised as;</p> <ul style="list-style-type: none"> <li>• Sharing of good practice from Primary</li> <li>• Support package around Growth Mindset</li> <li>• Tighter subject control</li> <li>• Complete review Perf. Mgt processes.</li> </ul> <p>Other additional action plans developed for Attendance and Safeguarding record keeping.</p> <p>Some consideration to developing a Behaviour Action plan due to volume of pupils on site same time- school at capacity, usually 60-65 secondary pupils on site at Locksley daily.. Clear that previous plans for high volumes pupils on site not working as well as expected and so timely to revisit. Focus on training staff to adopt mainstream practices and expectations. VS advised behaviours spiking due to high turnover pupils (57%) as new pupils settle and adjust back to school behaviours- some pupils have been on waiting list for 6months+; sanctions imposed. Primary FEX likewise increase Autumn 2 as experience cohort movement but behaviours now settling. JB advised use of Restorative Storyboards with consequences as a useful and visible tool for Primary pupils.</p> <p>Governors queried whether violence against staff had increased- VS confirmed this. Governors further explored whether further induction into school environment could reduce behaviour incident spikes- VS advised pupils generally well settled during 3 week assessment period and behaviour issues occur when amalgamated into main cohort. This a historical issue with closure of secondary provision at Great Yarmouth causing squeezing of 4 cohorts into 3 with additional stress of increased journey times and shared transport.</p> <p>Governors queried staff morale- VS reported this fluctuating but majority staff committed and wanting to drive improvements.</p> <p>2. IAG- discussed in detail in previous Standards meeting- no further queries. VS advised IAG policy developed for ratification- TA to action.</p> <p>3. Onward Paths- discussed in detail in previous Standards meeting- no further queries</p> <p>4. Autumn FEX data- CF for discussion March LGB. Governors requested explanations for following queries;</p> <ul style="list-style-type: none"> <li>• If same pupils FEX Autumn 1 and Autumn2; what support interventions have been introduced.</li> <li>• Demonstration of range of support available</li> <li>• Training sessions and staff awareness to reduce FEX</li> <li>• Trends/ reasons for FEX and comparative to LY</li> <li>• Provide case studies</li> </ul> <p>TA to invite LM with SOAP.</p> <p>Governors expressed some concern re Primary PEX; VS advised Primary PEX levels comparative with LY</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>TA</b></p> <p><b>TA</b></p> <p><b>TA</b></p> <p><b>CHALLENGE</b></p>	

	<p>.JRM advised anecdotally delay in compilation EHCPs has almost forced some PEX from mainstream where pupil requires specialist placement. VS confirmed that majority primary pupils requiring specialist places which not available. Secondary PEX levels reduced (-21%) possibly due to more inclusive practice in mainstream and easier to move secondary pupils to AP providers.</p> <p>5.Attendance review; full review undertaken by SLT, issues identified , checks that changes introduced in September 2017 to procedures being adhered to, identification areas needing further focus and embedding. Some encouraging signs that majority secure. Area of development- how to encourage pupils into school, development of Rewards system and family engagement.</p> <p>Governors queried current attendance; VS reported disappointing at 73.6% vs 74.1%LY but favourable comparison to other PRUs at 64%. Possibility some insecurity of LY recording but with introduction pupil trackers and all pupils on site TY, better able to monitor. VS made Governors aware that Persistent Absence on rise- Governors queried whether attendance trackers used and cross referenced to safeguarding files- VS confirmed this with addition of Action plan per base and inclusion on whole school plan.</p> <p>6.DfE visit confirmed Tuesday and Wednesday 20th and 21<sup>st</sup> February 2018- Jayne Lowe and James Crane RSC to Locksley and DBS.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>	
<b>4.0</b>	<b>Safeguarding</b>		
<p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p> <p><b>4.4</b></p>	<p>TA advised receipt OFSTED SIN re passing of pupil on roll- response sent; attached. Actions prior to attendance and whilst at school deemed secure. VS advised unlikely any immediate response but will be logged as line of enquiry at next inspection.</p> <p>VS advised x2 Safeguarding breaches relating to inactive response to concerns raised both externally and internally. Remedial action additional compulsory safeguarding training and reminder of KCSIE and Safeguarding policy to all staff. VS assured Governors no detrimental impact on pupils concerned.</p> <p>VS advised analysis of RoC's- 3 year rising trend from 1000pa 2015/16 to projected 3000+2017/18- this volume now impacting negatively on other areas of staff work and wellbeing Governors queried soundness of professional judgement and possibility of training as discussion forums. This could address understanding of thresholds of ROC and use case studies and encourage staff to discuss with others prior to submission; wary submission of large number minor RoC's could disguise major incident; LS/SS offered support and attendance at sessions .VS advised action plans developed for staff involved.</p> <p>Following offer from NCC, Safeguarding audit arranged with NCC Safeguarding Lead.</p>	<p><b>CHALLENGE</b></p> <p><b>SUPPORT</b></p>	

4.5	Police presence on base; following x2 recent arrests of drug dealers at school gates and ongoing concerns around County lines issues, VS has written to Safer Schools Police Partnership to request attendance police presence as per other local high schools. Unfortunately this has been delayed due to restructure police PCSO's- TA to refer to Board	TA	
4.6	TA requested Safeguarding Report to Governors for March LGB-LS to action	LS	
<b>5.0</b>	<b>GDPR Compliance</b>		
5.1	TA advised formulation working party in two parts to cover data and policies. Expectation implementation plan imminent. As yet no appointment DPO.TA to advise.		
<b>6.0</b>	<b>LGB Reports</b>		
6.1	Standards Committee- all governors present at Committee meeting – no further queries		
6.2	Voice of Child- Specialist base visits now complete- TA to provide summary.		
6.3	Trust PHS Committee- due to being inquorate, this Committee has not met since previous LGB. Reports from PHS will now be incorporated into Board meetings.		
<b>7.0</b>	<b>EAP</b>		
7.1	VS advised Equalities for SSSfN will be audited and action plan developed by AK- deadline Easter 2018; revert May 2018 LGB.	AK	
<b>8.0</b>	<b>Governor Monitoring</b>		
8.1	SS 24/01/18- focus SMSC ,BV ,Esafety and pupil tracker- Governors were encouraged by inclusivity within curriculum- no queries raised.		
8.2	Next governor visits planned; <ul style="list-style-type: none"> <li>JRM Esafety 12/3/18</li> <li>NW- Behaviour</li> <li>LS- Safeguarding and Anti Bullying with KW</li> <li>SC/NW- pupil tracker review Belton, Brooklands and Lingwood</li> </ul>	JRM NW LS/KW SC/NW	
<b>9.0</b>	<b>LGB Business</b>		
9.1	Standing orders; proposed for acceptance by LS, seconded by JRM and unanimously approved; TA to publish to website	TA	
9.2	Scheme of Delegation- due for annual review but awaiting outcome external Governance review for recommendation	TA	
9.3	Standards Committee ToR for ratification; proposed for acceptance by SC, seconded by NW and unanimously approved; TA to publish to website.	TA	

<b>10.0</b>	<b>Policies</b>		
10.1	No policies for ratification. Next LGB- IAG.		
<b>11.0</b>	<b>Confidential items</b>		
11.1	There were none		
<b>12.0</b>	<b>AOB</b>		
12.1	TA advised that scheduled Governance Awayday 24 <sup>th</sup> February postponed		
12.2	Governors requested their best wishes be passed to DR in his absence		
<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; JB and JRM this meeting. Impact; <ul style="list-style-type: none"> <li>• Evidence improved provision for CYP across the bases of SSSfN</li> <li>• Improvement in safeguarding processes</li> </ul>		
	<b>Next meeting 26/3/18 at 4.30pm.</b>		
	<b>Meeting closed at 18.00</b>		

Signed.....

Date.....