

# The Short Stay School for Norfolk Academy

## Full Governing Body Meeting

### Minutes

16<sup>th</sup> July 2018 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees		
Nigel Wood – <b>(NW)</b>	Vicki Setters - Exec Head <b>(VS)</b>	Laura Sutton <b>(LS)</b>
John Rous Milligan <b>(JRM)</b>	Jenny Bird <b>(JB)</b>	Sandra Summerfield- Bowers <b>(SS)</b>
Lynsay Barrett <b>(LB)</b>	Ant Kennedy <b>(AK)</b>	Phil Harris- Board Chair
Katrina Warren-HoS Specialist <b>(KW)</b>	Rachel Thornberry-HoS SSSfN <b>(RT)</b>	Andriana Sneddon- Clerk

No	Item	Action	Y/N
<b>1.0</b>	<b>Apologies and Absences</b>		
1.1	Meeting opened at 16.30.		
1.2	Apologies were received and accepted from Andy Lamb CEO were absent NW took Chair		
1.3	TA advised resignation Sandra Summerfield Bowers and Laura Sutton. Governors requested letter of thanks to be sent- TA to action TA advised resignation Link Director Sue Cooke with immediate effect- new Link Director to be assigned by Board	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 (24/4/18)–Proposed by NW and seconded by JB as an accurate		

2.2	<p>record without amendment and signed off by the acting Chair NW.</p> <p>Matters arising addressed as follows;</p> <ul style="list-style-type: none"> <li>• Provision of Police officers at bases from September 2018- VS to confirm arrangements for onsite attendance at Locksley and DBS</li> <li>• Outcome of NCC Safeguarding advisor visit following complaint to Ofsted- found processes in place robust and satisfactory. Request provision of materials for older children. Ongoing building of relationships due to high level safeguarding concerns</li> </ul>	VS	KW
<b>3.0 Exec HTs presentation</b>			
3.1	<p>VS provided a verbal update on SOAP Summer 18, previously distributed and attached;</p> <ul style="list-style-type: none"> <li>• Difficult term with changes both at Trust and School level to assimilate and actions taken to stabilise school operation for Summer and Autumn terms- new leadership structure implemented</li> <li>• Attendance review taken place in recognition that previous strategies have not had desired positive impact and new procedures currently being trialed- Governors requested that AW be invited to Standards Committee to present. Governors queried correlation between attendance and home locality of pupils; VS advised generally better attendance for those pupils living closer to bases and that attendance dips in direct relation to longer distances travelled. Hub pupils have more regular attendance due to enjoyment of subjects studied</li> <li>• Hub successes in both pupil outcomes; TY positive swing with 80-90% pupils attending passing accreditations and reduced AP expenditure by 75% by offering courses in house. Further development of the Hub facility possible by rewrite of timetable allowing access for SSSfN pupils as well as sale of spare capacity to both AP and mainstream environments. Income generation est @£120k pa</li> <li>• Highest GCSE entries and predicted grade analysis shows improvement on previous years to maintain ongoing rising trend- monitor autumn 2018</li> </ul>	CHALLENGE CHALLENGE	
3.2	<p>KW provided a verbal update on SOAP Autumn 18, previously distributed and attached;</p> <ul style="list-style-type: none"> <li>• Robust plan developed to address significant challenges posed by loss of leadership capacity and to maintain education provision and safeguarding of pupils. Additional support staff and teacher losses are being actively recruited to replace.</li> <li>• Leadership roles and responsibilities clarified for autumn 2018.</li> <li>• KW and RT modelling partnership working and responsibilities to encourage base leaders to emulate. Focus on must do's and positive attitude</li> <li>• SIDP in formulation to address areas of concern Behaviour, Safeguarding and Teaching and Learning</li> </ul>	KW/RT	

3.3	<ul style="list-style-type: none"> <li>Governors queried ongoing monitoring of SLT Wellbeing and requested a more formal approach be taken; KW to institute half termly reflective practice sessions with Clinical Psychologist for KW and RT alongside timetabled staff group reflective practice sessions.</li> </ul> <p>AK provided a verbal update on Equalities Action Plan, previously distributed and attached, which will now be integrated within SIDP.</p> <p>It was noted that both School and Governor lead on Equalities will need to be appointed in Sept 2018.</p> <p>Governors Equalities Action Plan to be reviewed Autumn 2018</p>	<p><b>CHALLENGE</b></p> <p><b>KW/RT</b></p> <p><b>TA</b></p> <p><b>TA</b></p>	
4.0	<b>Safeguarding</b>		
4.1	<p>AK advised Governors of changes to KCSIE from September 2018; actions to be taken as per MI sheet 109/18; TA to liaise with Operations for dissemination PD day Sept 2018.</p> <p>Governors queried whether significant changes resulting in extra work; KW advised focus is to make practice sharper in schools supported by clear MAT policies and procedures- Safeguarding gov to monitor implementation Autumn 2018</p>	<p><b>TA</b></p> <p><b>CHALLENGE</b></p>	
4.2	<p>Safeguarding and Anti bullying monitoring-LS 12/06/18.</p> <p>LS passed her thanks to staff for their participation and for responses to all the pre questions provided; it was noted that timely responses reflects the importance of having a Safeguarding lead in SLT.</p> <p>Areas of focus provided via report recommendations but concern that although no doubt that all staff understands bullying there is not a robust system to deal with all forms of bullying and possibility that more incidents take place than reported. Staff training to be considered</p> <p>KW advised recommendations incorporated into Action Plan and delegated to Rosebery base lead for safeguarding to implement across SSSfN.</p> <p>KW confirmed that separate reporting of Prejudice based bullying.</p>	<p><b>SUPPORT</b></p> <p><b>KW/RT</b></p> <p><b>CHALLENGE</b></p>	
4.3	<p>Staff Code of Conduct; AK advised need to revise Staff Code of Conduct to reflect changes KCSIE and proposed adoption of GSWP Sept 2015 as new code for staff from Sept 2018-KW/RT to advise updates following training and as a Trust policy to be reviewed by Pinetree and then to re format for dissemination PD days and within annual safeguarding training.</p>	<p><b>TA</b></p>	
5.0	<b>Committee updates</b>		
5.1	<p>Standards- all current Governors had previously attended Standards Committee meeting and were up to date with discussions</p>		

5.2	<p>Trust update provided by Phil Harris;</p> <ul style="list-style-type: none"> <li>Trust undergoing many challenges since January 2018</li> <li>Fulfilling conditions of FNTI focus with follow up meetings with RSC and ESFA</li> <li>Attempting to address anomalies- flip of Hub lease to 20 years and retrospective submission of CIF bid for Locksley Primary boiler</li> <li>Decision as to way forward ultimately determined by RSC but Trust must demonstrate clear plans to achieve recovery, generate income and diversify to meet needs of NCC and pupils in Norfolk as well as build internal Board and Governance capacity.</li> <li>Governors expressed some concern re lack of communication to staff generating some uncertainty and especially sudden loss of Interim CEO; PH advised that as situation changing on a daily basis this has been a difficulty. Board had taken prompt action to remove Interim CEO due to a number of complaints received from senior staff both in schools and DOL, overreaching the Board remit to focus on T&amp;Lat SSSfN, providing out of date and irrelevant documentation making promises and arrangements with stakeholders without prior Board awareness culminating in more confusion for staff and lack of confidence. Senior staff expressed their support for this action Going forward it was recognised that input from staff familiar with SSSfN operation would be beneficial in talks with external stakeholders. Once formulated and accepted, forward path will be communicated with staff.</li> </ul>	<b>CHALLENGE</b>	
<b>6.0 Governor monitoring</b>			
6.1	<p>21/3/18 NW Behaviour review update, report previously distributed and attached. AK gave a verbal update since March;</p> <ul style="list-style-type: none"> <li>Rewards system embedding in a challenging environment</li> <li>Uniform/dress code increasing across all bases and where majority allows introduction of reward non uniform day</li> <li>Use of Lockers inconsistent and should be enforced at Meet and Greet</li> <li>Primary violence- discussion with staff to determine where undesirable behaviour becomes unacceptable. On advice from police now including harm caused to staff on SIF</li> </ul>	<b>KW/RT</b>  <b>KW</b>	
6.2	Governor work planner Sept-Dec 2018 , reviewed and monitoring schedule to be added once more governors in situ		
<b>7.0 LGB Business</b>			
7.1	TA advised urgent need for recruitment drive to fill recent Governor losses- all to actively engage. Possibility Flexi gov to join on pilot scheme, x3 Governors in West of County and x2 possibilities; TA to pursue. Interest expressed by Hub staff to join; this currently not allowable under SoD as paid members will exceed 1/3 of total number of Governors.	<b>ALL</b>  <b>TA</b>	
7.2	NOA-LS reported on recent attendance and availability of funds; VS advised bid for staff to assist with reintegrations. TA to attend conference re PEXs in Norfolk	<b>TA</b>	

7.3	GDPR cheat sheet for Governors provided to assist with monitoring		
7.4	2018-19 Calendar of meetings distributed for Governor information		
8.0	<b>AOB</b>		
8.1	SS made comment of how working with GB and staff of SSSfN has been a positive experience and that staff should be proud on the very positive impact they have on pupils' lives and outcomes.  Tribute and thanks were passed to VS,KW,AK,RT for all their work through the year and best wishes to those staff leaving	<b>SUPPORT</b>	
9.0	<b>Meeting evaluation</b>		
9.1	An opportunity to discuss fully with staff, Governors and Board reps a way forward.  The meeting provided this and we were able to find out the planning for a way forward and to get information about the interaction with NCC  This was valuable and gave me the feeling that there is a way forward and The SSSfN will be able to develop further provision for CYP across Norfolk		
	<b>Next meeting 26/9/18 at 4.30pm</b>		
	<b>Meeting closed at 18.150</b>		

Signed.....

Date.....