

The Short Stay School for Norfolk Academy

Local Governing Body Meeting

Minutes

11th February 2019 @ 1400

Locksley School, Locksley Road, NR4 6LG

Attendees			
Nigel Wood (NW)	Katrina Warren-HoS Specialist (KW)	Rachel Thornberry-HoS SSSfN (RT)	
Lynsay Barrett (LB)	Jenny Bird (JB)	Andy Lamb (AL)	
Denise Anderson- by invitation	Chrissie Briggs- by invitation	Susi Waters- by invitation	
Christine Brown- by invitation	Sandra Portas- by invitation	Andriana Sneddon- Clerk Maria Stopher by invitation	

No	Item	Action	Y/N
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1.0	Apologies and Absences		
1.1	Meeting opened at 1406.		
1.2	There were no Apologies. John Rous Milligan was absent- NW to ascertain ongoing committment. The meeting was quorate		
1.3	X3 potential Governors were welcomed to the meeting and brief introductions made. Prior to meeting a brief contextual meeting and tour of Locksley school had been made. All 3 candidates expressed their interest in joining the LGB. CB,SP AND SW LEFT MEETING 1410 Governors discussed relevance of experience offered by candidates and use of expertise to fill skills gap on LGB-see application forms. Unanimous decision to offer place to all candidates. CB,SP AND SW REJOINED MEETING 1420 Candidates were thanked for their interst and offered posts which were accepted by all. Statutory documentation was distributed for completion and return to TA. Subsequent to meeting CB withdrew her interest.		

	Declarations of Interest		
1.4	Standing interests, no new interests declared; no impact agenda items		
2.0	Previous Minutes		
2.1	<ul style="list-style-type: none"> Minutes (10/12/2018)–Proposed by JB and seconded by LB as an accurate record without amendment and signed off by the Chair NW. <p>Matters arising addressed as follows;</p> <ul style="list-style-type: none"> EAP delegated to SD at Rosebery and for inclusion 2018-19 SIDP. Staff member invited to present next LGB meeting Availability for Hep B vaccinations; awaiting Board approval Governor Admin (CDQ, Section 128, Objects, Living Abroad, Dex of Interest, KCSIE 2018) completed and returned by AL but outstanding from JRM. Query re school closure procedure- confirmed all sites now updated and distributed. Central Trust copy held by TA Safeguarding Policy has been adapted to Trust version- awaiting Board ratification but in meantime dfaft version published to websites CoG has attended Learning Walk and advised useful vehicle/focus for monitoring visits. Governors to liaise with RT/KW for programme. Governors to produce monitoring report Website compliance- Spring termly review due Staff forum; RT reported that following a staff questionnaire, informal drop in mechanism preferred by staff. Drop ins scheduled to commence at Earthsea after half term for trial period to ascertain suitability and/or reversion to formal committee. RT reported on acceptance of NOA use of Hub as AP/Vocational provider for NOA schools. NW reported awaiting rearranged date for meeting of Governors. 		
3.0	2018 NEET/EET review		
3.1	<p>Denise Anderson was welcomed to the meeting as SSSfN Careers Lead; SOAP and 2018 SSSfN Activity Survey Reports distributed.</p> <p>Points to note;</p> <ul style="list-style-type: none"> Improvement in CIAG had positive impact on NEET NEET(post 16 destination) good Display boards encourage aspiration and enhanced understanding of relevance of subjects taught at school RONI determining need of extra support has focussed strategies and use of out of school projects has improved engagement 		

	<ul style="list-style-type: none"> Gatsby benchmark progressing well with expectation complete by July 2020 Careers lessons now part of Learning Walks cycle and structured as academic lessons. <p>Governors commended positive progress in this area and raised queries as follows;</p> <ol style="list-style-type: none"> How will IAG L4 be funded? DA advised attendance at network meetings of NOA and Careers Hub advises of funding availability How will CIAG retain its high profile? DA advised ongoing reminders to staff and delivery of weekly trackers to staff providing individual pupil detail. Improving awareness. Liason across the Trust? DA advised sharing of templates and resources with Pinetree school Opportunities for work experience? Following successful pilot LY with local hotel which heightened pupils' awareness of the range of careers within Hospitality, hoped to continue TY. Other plans include visit to Army Recruitment Centre and Norfolk Careers Fair. In school Careers Carousel has been successful How is pupil feedback captured? Both formally via questionnaire and informal verbal updates. Feedback also provided to pupils following Mock Interviews 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	
4.0	Lodestar Overview		
4.1	CF next meeting		
5.0	HTs Report SI9DP update PP Strategy update		
5.3	<p>The order of business was adjusted to allow staff member to leave.</p> <p>Chrissie Briggs was welcomed to the meeting as PP Coach; PP SOAP and PP Bulletin distributed.</p> <p>KW updated Governors on PP Strategy to date with points to note;</p> <ul style="list-style-type: none"> Discontinuation of Mental Health Practitioner and Psychologist across SSSfN – KW reviewing different models to provide alternative best model/practice for future commissioning Robust STEPs programme to cope with increasing challenging and dangerous pupil behaviour. Ascertained that bases with tutor on site has significant positive impact in reduction RPIs and Sis. In response to training of extra tutors- an expensive option and we are not able to train the trainer. Additionally staff tend to leave with skills. Possibility of staff retention if addition to contract of training cost recoupment Introduction of bespoke applications from Base Leaders for specific interventions to address individual pupil needs are 		

5.1	<p>having a positive impact</p> <ul style="list-style-type: none"> • Conversely on line interventions did not justify cost in outcomes and so funding has been diverted for PP Coach and PP Attendance Officer. To date letters sent to parents advising of attendance role and inviting them to discuss barriers needing resolution to help improve pupil attendance and PP Coach timetabled attendance at bases to deliver a range of interventions to improve outcomes and attainment in English and Maths. Recently worked to build trust and visibility in schools and supporting bases to apply for funds within restrictions of use and ensure measurability and progress. • Visibility and awareness of staff supported by Pupil Premium Bulletin, attached. <p>Governors commended positive progress in this area and raised queries as follows;</p> <ol style="list-style-type: none"> 1. Does total PP funding have to be spent? KW advised that some carryover permitted but bulk should be allocated for use 2. How long will PP posts continue? KW advised a trial to end academic year and created in response to LYs identified need. Evolving model to ensure best use of PP funding. <p>Thanks were expressed to both DA and CB for their levels of engagement and commitment.</p> <p style="text-align: right;">DA AND CB LEFT MEETING 1535</p> <p>XXXX UP TO HERE</p>	<p>CHALLENGE</p> <p>CHALLENGE</p>	
7.0	Policies		
7.1 7.2	<p>Safeguarding; adjusted to incorporate changes KCSIE 2018 and MASH rename to CADS.</p> <p>Query re Trust policy or individual to schools- KW to review and propose</p> <p>Query re Audit SCR; recently carried out by NCC HR lead- awaiting report but no urgent action required</p> <p>Proposed for ratification by NW, seconded by JB and unanimously accepted; TA to load to website.</p> <p>Scheme of Delegation; advised context of SoD as document of formal operation of MAT and constituent LGBs. Developed using NGA model to include all statutory requirements and demonstrates structure of MAT. SoD clearly defines LGB focus to avoid duplication of roles. Annual review. Proposed for acceptance by SSSfN LGB by NW, seconded by LB and unanimously approved.</p>	<p>CHALLENGE/KW</p> <p>CHALLENGE</p>	
5.0	Quality T&L Assessment SOAP Moderation SOAP		
5.1	T&L SOAP previously distributed and attached. Points to note/ queries as follows	CHALLENGE	

5.2	<ul style="list-style-type: none"> • How time consuming is diagnostic marking? Advised marking process simplified as gives next step action plan for pupil rather than having to mark for error and mistakes. Cross curricular marking will be developed • Usefulness of mainstream school liaison? Useful for moderation and familiarisation of grade expectations for communication to pupils • Recognition of benefit of Growth Mindset and ongoing embedding- what is the clearest evidence of this? Observed conversations between pupils and staff demonstrating use of language, pupil understanding of non-negotiable approach and impact of staff role modelling • Is this linked to pupil Rewards? Not currently until full comprehension of value of reward with success • Increased consistency T&L across schools? Confident sufficient staff to observe and understand a good lesson and using expertise across bases. Recognition lack of external verification- see point 3.2 above • How is Perf Mgt linked to improvement? SIDP shared across leadership to encourage ownership and development base SIPs, all targets link back to SIDP objectives. GH advised investigation of on line appraisal system • Challenge to understand pupil progress and avoid duplication of prior learning- pilot checklist by subject trialing at Pinetree from January 2019 <p>Moderation SOAP previously distributed and attached. Points to note/ queries as follows</p> <ul style="list-style-type: none"> • System, action plan and timeline developed for all key subjects except PE and Food Tech. • Moderation activity to commence after Spring half term • Wherry School keen to develop partnership for both Primary and KS3+4 • Query re QA? Exemplification materials will be created Summer 2019 to ensure accuracy and consistency across bases and subjects • External moderation provision? Contacts developed at Wherry School, Primary school in GY, Educate Norfolk and former High school staff. • What actions will be taken from data? Identified concerns via TLRs and action plans and timelines will inform review later in year 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>	
4.0	Attendance SOAP		
4.1	<p>Attendance SOAP previously distributed and attached. Points to note/ queries as follows</p> <ul style="list-style-type: none"> • Meeting with PTU? Concerns re taxi service discrepancies and significant costs generated by missed taxis. Possibility new model where parents paid to ensure pupils attend. • Improved attendance- increased monitoring and weekly publication of attendance by base. Rewards and celebration of 100% attenders at assemblies and certificates. 69% pupils 	CHALLENGE	

	<p>have better attendance at SSSfN that at previous mainstream school</p> <ul style="list-style-type: none"> Poorest attendance at KS3+4; Improvement Officer has attended for detailed scrutiny and to provide support and challenge to staff Comparatives to PRUs show positive trend at SSSfN for both Attendance and FEX Benefit of bespoke timetables to build up noted where improvement in attendance has direct impact on progress Importance of attendance noted- improved progress, safeguarding, reduced PA. Do all staff understand importance of attendance- recent focus has highlighted this, next focus on parents/carers. <p style="text-align: right;">AW, BC and LM LEFT MEETING 1540</p>	CHALLENGE	
8.0	Governor monitoring		
8.1	Esafety of 11/02/19		
8.2	Some discussion re capacity of current governors to achieve monitoring- aware limited availability. CoG to be invited to Learning Walks. New Governors to be advised expectation of monitoring visits.	NW/RT/KW NW	
9.0	Website compliance		
9.1	All websites recently audited for compliance but change in framework will require new audit Spring term Addition of Ofsted Inspector Portal containing relevant documents set up	TA	
10.0	Stakeholder Engagement NOA Charter		
10.1	Staff Forum trialing at Locksley- questionnaire to be developed to determine value KW/RT to add to SIDP	RT/KW RT/KW	
10.2	NOA Inclusion Charter; RT advised benefits of opportunity to sell Hub spaces and development of links with Norwich schools to assist with reintegration's as no Fair Access Panels. Need of Governor Link to sign up to Charter= NW	RT/NW	
11.0	AOB		
11.1	Advised that registration to The Key will require new staff logins- RT/KW to provide list of staff using. Thanks were extended to staff and best wishes for the festive season	DONE	
12.0	Meeting Evaluation		

12.1	Linking of all documents to SIDP will ensure consistency of practice, accountability and outcomes for pupils. Need for additional Governors on LGB		
Next meeting 11/02/19 at 2pm			
Meeting closed at 1630			

Signed.....

Date.....