

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)	Sandra Portas	
Susi Waters	John Rous Milligan	- by invitation	
Diane Evans- 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. . 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 interest and offered posts subject to satisfactory mandatory checks, which were accepted by all. Statutory documentation was distributed for completion and return to TA.TA to adjust GIAS and websites. 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 draft 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 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 and attached.</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 to employment RONI determining need of extra support has focussed strategies and use of out of school projects has improved engagement Gatsby benchmark progressing well with expectation complete by July 2020 Careers lessons now part of Learning Walks cycle and structured 		

	<p>as academic lessons.</p> <p>Governors commended positive progress in this area and raised queries as follows;</p> <ol style="list-style-type: none"> 1. How will IAG L4 be funded? DA advised attendance at network meetings of NOA and Careers Hub advises of funding availability 2. 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. 3. Liaison across the Trust? DA advised sharing of templates and resources with Pinetree school 4. 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 5. 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 SIDP 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 and attached.</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 having a positive impact • 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 	<p>CHALLENGE</p> <p>TA</p>	

	<p>established, and availability of school places.</p> <ul style="list-style-type: none"> • RIP- moving towards completion. • LAC developments- use of electronic PEPs, keyworkers timetabled to capture pupil voice, attendance at student councils, annual wishes and feelings capture. • Outdoor space developed using free resources and included in Learning Walks • Incorporation of Primary best practices into Secondary phase? Established T&L lead at all bases and greater consistence between Primary and Secondary, practice evidenced in Learning Walks. Governors encouraged to join walks as point 2.1 above. 	CHALLENGE	
6.0	SENd report		
6.1	<p>SEND Information report to Governors, previously distributed and attached. Governor queries s follows;</p> <ul style="list-style-type: none"> • What pressure can be exerted to meet EHCP application target? RT advised weekly meetings taking place at bases and information passed to EHCP coordinators supplemented by weekly Transitions Lead meeting. Advised NCC concentrating on clearing backlog but this hampered by Tribunals <p style="text-align: right;">AL LEFT MEETING AT 1630</p> <ul style="list-style-type: none"> • What SENCO cover is available across SSSfN; currently 2 staff in training and meanwhile RT will maintain responsibility. Some concern that staff achieving qualification at own cost; RT reminded Governors of FNTI and that a demonstration of staff commitment. 	CHALLENGE	
7.0	Safeguarding		
7.1	<p>Safeguarding Report to Governors , previously distributed and attached, provided and Governor queries as follows;</p> <ul style="list-style-type: none"> • How account for increase in RoC +1000 on LY? A combination of factors of noticeable increase in challenging and dangerous behaviours of pupils, trusted relationships with staff raise disclosures, better staff training increases vigilance/awareness. This area of pupil concern remains a high priority for staff action • Governors queried use of external QA;KW advised use of County Advisors and links to staff in UET 	CHALLENGE	
7.2	School Safeguarding Self-evaluation; KW confirmed this had been completed on line and submitted to deadline, with assistance Head of Lodestar School to QA .Grading GOOD. Identified actions incorporated into SIDP.		
7.3	Governors Compliance Checklist; AL confirmed completed with few queries; now resolved		
7.4	SCR audit scheduled 7 March 2019; monitoring form to be completed.	AL/KW	

	TA reminded Governors of mandatory Safeguarding requirements; DBS, Section 128 Declaration, CDQ, Living Abroad, KCSIE 2018, Safeguarding training TA to provide dates for attendance.	TA	
8.0	Governor Monitoring		
8.1	E Safety monitoring visit 13/9/18-cf	TA	
8.2	Governor work planner – TA to amend and publish Governor responsibilities LAC =SW PP/PE Grant= SP Need of SEND and Careers Link noted.		
9.0	AOB		
9.1	None		
10.0	Meeting Evaluation		
10.1	Support of PP strategies and request ongoing monitoring	KW	
10.2	Need of additional Governors to LGB		
	Next meeting 29/4/19 at 2pm		
	Meeting closed at 1730		

Signed.....

Date.....