

The Short Stay School for Norfolk Academy

Full Governing Body Meeting

Minutes

8th October 2018 @ 1630

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) Andriana Sneddon- Clerk

No	Item	Action	Y/N
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1.0	Apologies and Absences		
1.1	Meeting opened at 16.30.		
1.2	Apologies were received and accepted from Andy Lamb and John Rous Milligan CEO was absent NW took Chair. The meeting was quorate		
1.3	New Link Director to be assigned by Board- TA to confirm following meeting 15/10/18	TA	
	Declarations of Interest		
1.4	Standing interests, no new interests declared; no impact agenda items		
2.0	Previous Minutes		
2.1	Minutes (16/7/18)–Proposed by NW and seconded by JB as an accurate record without amendment and signed off by the acting Chair NW. Matters arising addressed as follows; <ul style="list-style-type: none"> Provision of Police officers at bases from September 2018- KW and RT plan to meet with police next week. Unfortunately, there will no longer be a provision of individual officers on school sites- plan to adopt a consultative model with availability to discuss/ advise individual cases. JB advised that in liaison with local police a Police Officer designated to visit schools will attend 	KW/RT	

	<p>Brooklands.</p> <ul style="list-style-type: none"> EAP delegated to SD at Rosebery and for inclusion 2018-19 SIDP Safeguarding and Anti bullying monitoring outcomes- KW advised recommendations incorporated into Action Plan, initiated and overseen by base lead Pott Row Inconsistent use of Lockers- still not used at Locksley and issues at Rosebery with location, size and mechanisms. KW/RT to review use at Meet and Greet and encourage use. Increasing violence towards staff noted at Earthsea and request for SHIELD training for use in extreme circumstances. Availability for Hep B vaccinations- had been previously approved for Primary staff but due to a global shortage of vaccines this had not happened. Vaccines now becoming available and Ops team to investigate bulk vaccinations on sites- TA to advise Recruitment of Governors- see point 4 NOA bid for staff to assist with reintegration's-to be resubmitted 	<p>KW/RT</p> <p>KW/RT</p> <p>KW</p> <p>TA</p> <p>KW/RT</p>	
3.0	Election of Officers		
3.1	<p>Election of CoG; managed by Clerk</p> <p>No previous nominations received. KW nominated NW, seconded by JB, unanimously approved and graciously accepted.</p> <p>Election of Vice Chair- election held pending recruitment</p>	<p>TA</p>	
3.2	<p>Statutory nominations as follows;</p> <ul style="list-style-type: none"> PP/PE/Y7 Catch up grants=NW Equalities and Vulnerable Groups=JB Esafety=JRM Safeguarding=AL 	<p>NW</p> <p>JB</p> <p>JRM</p> <p>AL</p>	
4.0	LGB Business		
4.1	<ol style="list-style-type: none"> TA advised that as part of FNTI conditions, review had taken place at Trust level of current Articles of Association and subsequent Schemes of Delegation to LGBs. As such, rationale proposed, distributed and attached, for new SoD to LGB giving Governors focussed roles of improving outcomes at SSSfN and removing all budgetary overview excepting for PP/PE/Y7 Catch up funding. Additionally, engagement of stakeholders will be emphasised i.e. Staff Forums, Pupil and Parent Voice. New SoD will be distributed prior to next LGB. Impact of the proposed change on meetings calendar and with limited Governors. Proposed that calendar condensed, and Standards Committee subsumed into one LGB and Standards meeting from Dec 2018. New start time of 2pm with invitation to 	<p>TA</p>	

	<p>staff to present at 3pm. TA to distribute new calendar and Work planner with Minutes.</p> <ol style="list-style-type: none"> 3. Code of Conduct 2018-19, adjusted to reflect focussed responsibilities of SSSfN LGB. Proposed for acceptance by JB, seconded by LB and unanimously approved 4. Governor Admin (CDQ, Section 128, Objects, Living Abroad, Dex of Interest, KCSIE 2018) were completed by those present. 5. Recruitment- all Governors to actively pursue and pass prospective candidates to NW. NW to contact C Babb to terminate, KW to contact L Jones to ascertain interest. 6. Annual Governance Statement -provided for loading to website following LGB approval. 7. SLA between ET and SSSfN- Governor query at point 13 Scope of Service- advised a central CPD programme being developed with Safeguarding and STEPs remaining a priority. Some concern re lack of SENCO- Trust to advise 	<p>TA</p> <p>LGB NW KW TA</p> <p>CHALLENGE CHALLENGE TA</p>	
5.0	<p>Draft SEF Draft SIDP PE Grant PP review</p>		
5.1	<p>KW advised both SEF and SIDP in draft awaiting final SLT contributions to be shared with Base leaders 17/10/18 and staff after half term. Generally, will be back to basics and broad enough to cover Ofsted response, new culture and communications. Plans to review progress against SIDP weekly at SLT meeting NW to review and add commentary. Resend to Governors once finalised.</p>	<p>NW TA</p>	
5.2	<p>PE Grant review 2017-18. Report previously distributed and attached; RT reported grant had provided enhanced Sport across every Primary base via expert coaching, purchasing of resources and improving environments. Ideas had been generated via School Council thus enhancing pupil involvement and positive impact of reduced behavioural incidents. Male coaches have provided positive role models Sports display boards now seen. Allocation 2018-19- October 2018. New PE Strategy Statement next meeting</p>	<p>KW/RT</p>	
5.3	<p>PP review 2017-18. Report previously distributed and attached. KW reported use of PP towards Mental Health practitioner has been invaluable, alongside funding of STEPs tutor. Purchasing of Mathletics and Lexia resources variable impact as difficult to track and questions raised re value for money. Generally, the best interventions are those that are bespoke. Some investigation of employment of Intervention staff who will move between bases using a toolkit of different interventions and apply accordingly to address need. Allocation 2018-19 July, October, January and April. New PP Strategy Statement next meeting</p>	<p>KW/RT</p> <p>KW</p>	
5.4	<p>Y7 Catch up funding allocation 2018-19-February 2019</p>		

5.5	BCP 2018-19; TA to review and adjust for next LGB	TA KW/RT TA	
5.6	Ofsted preparation Plan-KW/RT to review and adjust		
5.7	Appointment SIP- TBC in collaboration with UED		
5.8	<p>Attendance targets; after some discussion re positive impact of the Attendance Improvement plan introduced 2017-18, it was agreed to set targets for both attendance and PA. The target is for a 5% increase in attendance over the academic year and 5% reduction in persistent absentees.</p> <p>Attendance at the end of 2017/18 was 69.2% so this would mean attendance target 2018-19 of 74.2%.</p> <p>The % of pupils who were persistent absentees at the end of 2017/18 was 70.27% so this would mean a 2018-19 target reduced to 65.27%.</p> <p>It is expected that more frequent weekly team monitoring, a more robust attendance stages process and attendance mapping will continue to positively impact attendance and PA.</p>		
6.0	HTs report-L&M SOAP		
6.1	<p>Report previously distributed and attached. Governor queries as follows;</p> <ul style="list-style-type: none"> Leadership support for Lodestar school. Governors were concerned that this will have a negative impact on SSSfN by detracting from the core work that needs to be done as well as deflecting passion and energy. KW/RT advised that a short term sustainable work plan until Christmas 2018 had been developed with ICEO and this would be of benefit to SSSfN as the pupils would also attend. CoG requested that the Trust provide other options of support. 	CHALLENGE REQUEST	
7.0	Governor Monitoring		
7.1	Esafety-13/9/18- cf next meeting	TA TA	
7.2	Work planner- TA to adjust in line with revised Calendar of Meetings		
8.0	Trust Development		
8.1	<p>An update was given as follows;</p> <ul style="list-style-type: none"> Appointment ICEO for 2 terms Mr Glyn Hambling from Unity Education Trust, for 2.5 days per week. CoG indicated his willingness to meet; possibility at Governance Deep Dive days to be advised separately. FNTI 2 received. Conditions for FNTI fulfilled and FNTI2 conditions in hand Guardian Article will not be responded to. Future plans for press release in collaboration with LA 	TA	

	Some concerns expressed re service levels from HR and lack of confidence within staff body of resolution of issues.	CHALLENGE	
9.0	Safeguarding		
9.1	Safeguarding Self Review, Safeguarding Report to Governors and Governors Compliance Checklist of next LGB meeting	TA	
10.0	AOB		
10.1	Governors congratulated staff on huge amount that has been achieved to date.		
11.0	Meeting evaluation		
11.1	New SIDP shared with staff to give ownership and improved outcomes for pupils. Grant reviews will ensure most successful interventions are continued to improve outcomes for pupils Need for additional Governors on LGB		
	Next meeting 10/12/18 at 2pm		
	Meeting closed at 18.45		

Signed.....

Date.....