

WSAPC Full Governing Body Meeting

Monday, 16th March 2015

Venue: **WSAPC LANCING**, Freshbrook Centre, Grinstead Lane, Lancing, West Sussex BN15 9FL

Tel: 01903 270460

2.30pm – 4.30pm

FGB present: Vicki Illingworth - chairman (VI), Mary Fry (MF), Jackie Shepheard (JS), Hilary Riddell (HR), Jayne Wilson (JW), Siobhan Denning (SD), Maggi Bruce (MB), Bob Smytherman (BS), Doug Thomas (DT), Anita Potter (AP)

Also present: Sheila Carroll (SCa), Nick Dowling (ND)

Louisa Rydon (LR): Clerk to the Committee

A. Presentation by Lois Hook

Lois Hook (LH) gave a presentation, which she had worked on with Susie Tichband, to governors focusing on the strengths of the SEND delivery and areas for development over the next 12 months. She highlighted the impact the number of requests for EHCPs (Educational Healthcare Plans) was having on the delivery of the programme. **The governors asked what effect this was having on students. LH said it was too early to tell but felt that the onus should be on the school and she believed that as the EHCPs became more established more pupils should come to WSAPC with an EHCP in progress.** She confirmed she was working closely with Heads of Centre to ensure schools were given very clear guidelines of what was expected. The governors thanked the SENCo team for the work done and were pleased that there was a uniform system across the North and South.

A number of governors commented on the excellent SENCCo training they had attended and passed on their congratulations to the team.

B. Presentation by Helen Ellis

Helen Ellis (HE) reported on the current structure of the Inclusion team and their focus to reduce the number of permanent exclusions. The governors were aware that due to recruitment freezes and lack of budget the team had been understaffed for a long time. **They were pleased to note that the percentage of pupils avoiding permanent exclusion was consistently rising but were concerned that there was not sufficient capacity to support students and staff with reintegration. Governors were adamant this was a vital part of the Inclusion Team's role and stressed that staff appointments to fill the vacancies should be a priority. DT confirmed this was on the agenda.**

Governors were relieved the Inclusion team finally had a base to work from and appreciated how difficult it must have been without one.

Governors thanked LH and HE for their very informative presentations.

MINUTES

1. Welcome and Apologies (VI)

Apologies had been received and accepted from Caroline Barlow, Stevie Crowther, Kelly Wilson, Cathy Meyer and Lisa Guiel. Nick Dowling, a parent at Burgess Hill was welcomed to the meeting and introductions were carried out. The governors thanked ND for his support for the governors and, after checking his willingness, voted to appoint him as an associate member of the Full Governing Body.

2. Declaration of Interests

None to declare in the agenda.

3. Committee Attendance and Membership

MF reported on the January Resources meeting where two governors had had to give unavoidable apologies shortly before the meeting meaning the meeting was only just quorate. The committee

memberships were looked at and the importance of having more members for the Resources committee was noted.

Governors not on committees were encouraged to attend meetings and opt for at least one. ND volunteered to sit on the Resources committee. *(Following the meeting, VI spoke to AP and ND and sent them information on the two committees. An updated committee membership list is attached to the minutes.)*

JW joined the meeting.

Schools Forum

Currently, JW (representing WSAPC) and HR (representing Special Schools) sat on the Schools Forum but both were coming to the end of their three year term. JW/HR reported on the Forum and governors appreciated the benefits for WSAPC. **The governors voted to appoint VI as the School's Forum representative and SD as her deputy.**

4. Approval of minutes of last meeting, 19th November, 2014 (VI)

The minutes were approved and signed as a true record.

5. Matters arising/Action Grid (VI)

i. School Governor Representatives

SCa had seen in the minutes of the last Heads' Exec meeting that Candy Reece has been nominated as the primary governor representative at WSAPC. LR to clarify with the Heads' Exec Secretary, Mrs Linford from Upper Beeding.

The governors discussed possible candidates for the SEN representative and recommended DT/VI approach the Heads from Oakgrove, Manor Royal and Palatine and reiterated the benefits taking on the roll would have for members of the leadership team if the heads could not be persuaded.

ii. WSAPC Briefing

VI had drafted an article which SCr was working on and would submit for the next Leadership and Governance Publication.

iii. Exclusion Data

No data had been sent through to WSAPC despite repeated requests. SD had seen the data so the governors were aware it had been put together. LR to contact Pauline Constable for a copy and to distribute to governors.

iv. Transport

DT/SCa confirmed work was ongoing and they would let governors know when they had further information.

6. Presentations from Heads of Centre, Chalkhill (John Bunce) and Beechfield (Derrick Foster)

i. Beechfield – Derrick Foster (DF)

DF gave the governors a comprehensive presentation on Beechfield, its pupils and curriculum offered. The governors acknowledged the challenges staff and pupils faced with the uncertainty surrounding length of stay and discussed the transition process.

DF reported on the accreditations offered and noted the aim to provide further for more able students. **The Governors asked if Beechfield were able to access specialists from mainstream schools and DF confirmed they had links with Imberhome and Sackville.**

The governors appreciated that Beechfield, to meet Ofsted requirements, were obliged to offer a Summer School and viewed what was provided to meet educational guidelines as well as offering an engaging and enjoyable programme. They noted that staff were given time off in lieu or took additional hours and thanked DF and his team for their commitment.

ii. Chalkhill – John Bunce

JB explained how the hospital school worked alongside the Healthcare Partnership. The governors discussed how the admissions ran and JB reported on the varying length of stay. On questioning, he explained that the increase in admissions was due to a lack of provision elsewhere and a focus on shorter stays. **The governors were concerned about the lack of clarity round funding for out of county students. They also noted that young people through Section 136 of the Mental Health Act would no longer be processed by the police and the inevitable impact it would have on Chalkhill.**

JB gave a comprehensive presentation of the curriculum and accreditation on offer. Governors commented on the wide range of activities in place and appreciated the need to strike the correct balance between risk assessment and inclusion in as many events as possible.

SCa informed governors of the recent CQC (Care Quality Commission) inspection and that in their report they had flagged up four positive features, one of which was the Education Centre at Chalkhill. Governors recognised this as a real accolade and passed on their congratulations to JB and all his team.

The governors asked DF and JB about their working relationships with Social Care and the Healthcare Partnership and were pleased to learn of the positive steps taken to facilitate collaborative working. They thanked them for their excellent presentations and governors were encouraged to visit the Centres.

7. Questions on Minutes

i. Resources (MF)

The FGB approved the SFVS and Statement of Internal Control.

ii. Learning and Standards (JW)

Nothing to add to the minutes.

iii. Chalkhill and Beechfield (SCr)

Nothing to add to the minutes.

8. Chairman's action (VI)

None to report.

9. Co-Heads Report to include pupil premium and CLA (SCa/DT)

The governors asked for further information on the Report following a visit from the EWS (Educational Welfare Supervisor) to Crawley. The Centre had understood it was a standard advice/support visit but following the meeting a formal monitoring report had been written. Governors raised their concerns and supported SCa in her request to have the report withdrawn so the proper process for a visit could be followed. VI/SCa to liaise on action.

Governors again discussed the admission of out of county pupils and were concerned about the lack of clarity. They were adamant that with the exception of CLAs (looked after children), pupils were only eligible to be enrolled at WSAPC if their home address was within County. However, they appreciated how issues arose when they attended WSCC schools and lived out of county and recommended that a clear policy was in place. SD volunteered to flag up the situation at the Pupil Placement Panel and VI/SCa would raise it for clarification with Brin Martin. If no solution was found, governors would take it to the Cabinet Secretary, Jeremy Hunt.

The governors noted the issues surrounding the redundancy settlements and were concerned that the formal Union consultation was not in writing. The governors supported the leadership team in their case to the LA.

See Part II Minute

10. QIP (Quality Improvement Plan)

SCa/DT confirmed the Centres were working to the QIP and allocated governors were referring to the QIP during their monitoring visits.

11. Report and Recommendations following Co-Head's Performance Management

MF/HR reported on the co-head's performance management and confirmed targets had been set. A review meeting was to be arranged for the summer term.

The FGB ratified the recommendations made by the Performance Management group, as per the part II minutes dated 19th January, to be backdated from September. They noted that two new governors would need to undertake the performance management training as there would be two vacancies on the committee in September. Agenda summer term.

SD left the meeting.

12. Governor Briefings:

- **Childcare Disqualification Requirements**
- **Notification of New National Standards for Headteachers**

The governors noted the new childcare disqualification requirements and had received a copy of the new national standards for headteachers.

13. Report on Governor Visits (forms attached)

Visit Reports had been received:

JW: Lancing and Littlehampton

SD: Burgess Hill

MF: finance meeting with Steph Hill

Governors were encouraged to complete forms when they visited centres to build up the bank of evidence.

JW noted that each Centre had their own specialisms and recommended this should be developed for the future. VI commented on the expectations and direction for WSAPC and felt this should be included in the discussion.

14. Discussion on Expectations and Direction for WSAPC (VI)

Items for consideration:

- 1) Mission Statement & Ethos of School, including use of Centre specialisms. Governors agreed this needed to be reviewed.
- 2) Chris Taylor – Review of Provision. Governors were concerned they had not been given information on his remit and noted the importance of WSAPC having an effective input in his review. Chris Taylor and Richard Barker to be invited to the next FGB meeting.
- 3) Redesign of the Learning Service. BS wondered what impact the redesign would have on WSAPC and suggested inviting the Cabinet Member (Jeremy Hunt) to visit a centre and attend the next FGB meeting. BS to action.

4) Discuss any implications of newly elected Government.

15. Policies

i. Pay

Following the recommendation of the Resources committee, the FGB approved the pay policy.

16. Link Governor & Governor Training

Governors thanked MF for her report and a volunteer was asked to consider taking on the role from September.

17. Agenda for next meeting

As recommended in item 14.

Governors also asked for Resources to study the Staffing Structure at their next meeting and send any recommendations to the Summer FGB.

18. Dates of next meeting

Resources

Learning and Standards

Chalkhill and Beechfield

FGB:

Wednesday, 13th May, 3pm. Burgess Hill – all governors invited

Monday, 8th June, 4pm. Lancing

Thursday, 18th June,

Monday 29th June, 3pm. Lancing

ACTION GRID – MARCH 2015

Minute no	Item	Action	Action by	Status
4i	Governors	LR to contact Secretary of Heads Exec re Candy Reece and to invite her to next FGB Meeting. Approach selected heads re SEN representative on governing body.	LR DT/VI	Done
4ii	WSAPC briefing	To be submitted to WSCC for publication in Leadership and Governance Briefing papers.	SCr	
4iii	Exclusion data	LR to ask Pauline Constable for email copy of data and email to FGB.	LR	Done
9	Crawley EWS report	VI to liaise with SCa re response to ensure report withdrawn.	VI/SCa	
11	Performance Management	Governors to consider undertaking training.	All	
14	Agenda	Items for next meeting to be included on FGB agenda Chris Taylor/Richard Barker to be invited to next FGB meeting. Jeremy Hunt to be invited to visit Centre and attend next FGB meeting.	LR/All LR BS	Done
16	Link Governor	Volunteer requested	All	
17	Staffing Structure	To be reviewed at next Resources for approval at Summer FGB	Resources Agenda	

SIGNED *Vikki Illingworth*

DATE 29/7/15