WSAPC Full Governing Body

Wednesday, 22nd November 2017

Venue: **WSAPC LANCING,** Freshbrook Centre, Grinstead Lane, Lancing, West Sussex BN15 9FL  
Tel: 01903 270460  
3.00pm - 5pm

**FGB present: Maggi Bruce (MB), Cathy Meyer (CM), Doug Thomas (DT), Nick Dowling (ND), Mike Garlick (MG)**

**Prospective Governor present: Richard Anderson (RA)**

**Also present: Sam Channon (SJC), School Business Manager, Helen Ellis (HE) & Rowan McConnell (RM), Deputy Heads**

**Louisa Rydon (LR): Clerk to the Governing Body**

|  |  |  |
| --- | --- | --- |
| **MINUTES** | | |
|  | **Welcome and Apologies**  Apologies were received and accepted from Vicki Illingworth, Lisa Guiel, Bob Smytherman & Lucy Ivankovic. Deborah Myers was invited to the meeting to present on the Alternative Provision review but sent apologies.  Richard Anderson, a prospective new governor, was welcomed to the meeting and introductions were carried out.  As Maggi Bruce’s and Cathy Meyer’s terms of office completed on 4th December, governors thanked them for all they had achieved and contributed as governors and presented them with a bouquet each. |  |
|  | **Declaration of Interests**  MG: Head at The Regis School |  |
|  | **Chairman’s Action and notice of AOB**  None. |  |
|  | **Approval of last minutes: 20th September 2017**  With the correction to item 12a, page 3, from safeguarding to health and safety, the minutes were approved and signed as a true record. MG to send sample safeguarding report to HE. | MG 1/12/17 |
|  | **Matters arising/Action Grid**   1. Instrument of Governance submitted to WSCC and awaiting approval   Jackie Gatenby, WSCC leadership and governance, had responded to the draft Instrument, explaining WSCC had confirmed they had made an error when they set up the WSAPC governing body as it should have been a management committee. She indicated this was being dealt with by WSCC officers but no one had informed the governing body. ND circulated the 2013 statutory guidance on APCs which stated there should be a management committee. He had been unable to find much difference between a management committee and a full governing body and governors wanted to ensure this was the case. SJC had received legal advice from Stone and King Education Lawyers and governors carefully considered their next steps noting the interests of the pupils as their priority. They asked ND to write to Jackie Gatenby asking who at WSCC was working on this and why WSAPC had not been consulted, and for clarification on the differences between a management committee and full governing body, particularly asking who was responsible for appointing the chair and who was named by Ofsted.  Governors thanked RA for offering to study the regulations and he also agreed to request some free of charge legal advice. In the meantime, it was agreed to keep the current instrument.  Governors continued to be concerned that they had not been consulted on the promised WSCC paper on WSAPC and that it was still not available. They believed this would be delayed again as a new lead for Inclusion had been appointed, though ND/DT had repeatedly lobbied the Director of Education for it. The lack of a vision and strategy from WSCC had prompted governors to investigate converting to an Academy and governors noted this was still an option. They discussed WSCC’s perceived aim to ensure schools’ retained responsibility for their permanently excluded pupils. MG noted that as a head, in that position, he would want a say in the external provision, though governors felt any change was still a long way off.   1. Approve recommended Resources & Learning & Standards Terms of Reference   Approved.   1. News on governor vacancies   RA and Lucy Ivankovic were meeting DT/ND and RM at Crawley on 15th December to learn more about WSAPC. ND to contact Tim Yates and LR to chase Karen Hughes.  A staff governor election was currently taking place and there remained a parent vacancy.   1. Meeting Dates/Times/Venues   To be discussed at next meeting when new governors in post. | ND 1/12/17  RA 1/12/17  ND 1/12/17  LR 1/12/17  Agenda |
|  | **Questions on Minutes**   1. Learning and Standards (VI)  * *Revised targets for 2017/18*   After consideration, DT had recommended that the attendance target should remain at 70%. He was aware it was an aspirational target for an AP but governors applauded the ambition.   1. Resources (ND)  * *Consideration on how Inclusion team is funded.*   Governors discussed the excellent work of the inclusion team and HE reported on  the figures to demonstrate the number of permanent exclusions avoided. MG noted the value of the outreach work and felt it was something schools would be willing to pay for. HE was aware WSCC had always had reservations about charging and she was concerned that the current financial constraints faced by schools would prevent them from finding the money. Governors were aware of the risk but with the impending change in funding felt it was an opportunity they had to investigate. They asked SJC/HE to work on a SLA proposal and to attach the inclusion data to the paper.   * *Approval of pay recommendations*   Approval received from a quorum of governors and documented.   1. Health & Safety (meeting to be held 29/11/17) – report to next Resources meeting, | SJC/HE 5/2/18  LR/SJC 30/11/17Agenda 5/2/18 |
|  | **Report from Governor Training Day**   1. Updated Governor Visit Reports   Governors felt the updated reports were too prescriptive and did not allow governors to report freely. LR to revert visit reports to original form. (attached to minutes) Governors asked to be informed with plenty of notice of events going on in centres to allow them to attend.   1. Arrange governor visits   MG had already visited Littlehampton and Chichester but he felt it may be inappropriate for him to be linked with Chichester due to the connection with his school. Governors agreed and HE asked him to be the link governor for Inclusion which he was pleased to do. HE to email information on Care Farm visit. As new governors were appointed, they would be allocated to the centres currently without an attached governor. LR to check that BS was able to take on Chalkhill and Beechfield. | LR 30/11/17  HoC  HE  LR 30/11/17 |
|  | **New format for Headteacher’s report**  Governors thanked DT for the report. They felt it gave a clear picture of what was happening in each centre and was an excellent source of evidence for governors. They were pleased it was an easier document to produce and all staff were able to feed into it.  Governors discussed each section and asked if benchmarking statistics were available. As they were not, they recommended that comparison data for areas such as staff absence were compared with previous years and unpicked. DT confirmed this had been presented at the last L&S meeting and governors recommended all information was recorded in the report.  They carefully discussed the buildings and MG raised his concerns with the space at Chichester. He applauded the staff at WSAPC and had been impressed by the wonderful work they carried out in difficult environments. Governors were adamant pupils and staff deserved better facilities and were concerned that buildings had been allowed to fall into disrepair when under local authority control. SJC confirmed WSCC were aware of the space concerns at Chichester and governors asked SJC for a full report on WSCC solutions at the next Resources meeting. MG had been pleased to see the strong working relationship between WSCC and WSAPC staff, particularly in view of the difficulties encountered at the very senior level.  DT confirmed WSAPC aimed to have zero fixed term exclusions and governors discussed the pressures on staff with challenging behaviour from children and the disregard shown by some parents. They asked what actions were being taken and how governors could offer their support. RM reported on the increased police involvement this term and hoped it would lead to a measurable improvement in behaviour as it was established. Governors asked what other agencies were being used and suggested following up with the Interim Executive Board in Crawley.  MG commented on the excellent data and recommended a section was included explaining how best practice was shared between centres.  Governors highlighted the attainment and DT confirmed staff were concentrating on ensuring data was correctly inputted. Governors clarified that all students were baselined on arrival and that data was internally discussed and moderating took place. They suggested the data was compared with attendance to learn if they could prove that high attenders were more likely to reach/exceed expectations and evidence the benefits of being in college. ND commented that during his centre visits, it had been excellent to see the back stories for pupils were well evidenced and documented.  Governors thanked DT for the excellent report and also noted the useful Ofsted foci document and asked LR to send them the 2 sided crib sheet written as a result of Hilary Thomas’ training session with the minutes. | SJC 3/2/18  LR 30/11/17 |
|  | **Policies recommended for approval**   1. Pay Policy   Approved.   1. Support Staff Pay and Conditions   Approved.   1. Managing Medicines   Approved subject to SJC checking the information on epi-pens was correct.   1. SEND & Local Offer   Policy approved and governors asked DT to pass on their congratulations to the SENDCOS on the excellent offer.   1. Dress   Approved. |  |
|  | **Key Themes of Meeting/Impact on pupils**  **Get clarification on Instrument of Governance (MC or FGB)**  **Ambitious attendance targets**  **Paper on proposed SLA for inclusion**  **Governor visits taking place and new governor visit template**  **New format HT report allowing governors to ask challenging questions** |  |
|  | **Dates of next meetings**  Resources: 5/2/18  Learning & Standards: 7/3/18  FGB: 19/3/18 |  |

SIGNED…………Nick Dowling…………………………….. DATE…………19/3/18……..………

|  |  |  |
| --- | --- | --- |
|  | ACTION GRID NOVEMBER 17 |  |
| 4 | Sample Safeguarding reports to Helen Ellis. | Done |
| 5a | Request clarification on management committee/FGB status from Jackie Gatenby. | Awaiting confirmation |
| 6b | Draft SLA proposal for Inclusion | Done |
| 7a | Revise governor visit forms. | Done |
| 7b | Centres to invite governors to events well in advance. HE to inform MG of Care Farm visits. | Done |
| 7b | LR to check that Bob Smytherman can be link governor for Chalkhill & Beechfield. | Confirmed |
| 8 | Forward Hilary Thompson’s Ofsted crib sheet to all governors. | Done |