WSAPC Full Governing Body Meeting

Monday, 3rd July 2017

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

**FGB present: Vicki Illingworth (VI), Stevie Crowther (SCC), Jackie Shepheard (JS), Maggi Bruce (MB), Cathy Meyer (CM), Doug Thomas (DT), Lisa Guiel (LG)**

**Associate member: Sheila Carroll (SMC)**

**Invited to meeting: Sam Channon (SJC), School Business Manager**

**Louisa Rydon (LR): Clerk to the Committee**

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| **MINUTES** | | |
|  | **Welcome and Apologies**  Apologies were received and accepted from Nick Dowling, Mike Garlick and Bob Smytherman. Chris Woodcock did not attend the meeting. Lisa Guiel and Cathy Meyer were stuck in traffic. Governors agreed to start the meeting and once it was quorate would inform the governor of decisions made for approval. |  |
|  | **Declaration of Interest**  SMC: On leadership team (re redundancies) |  |
|  | **Chairman’s Action and notice of AOB**  Note on selling equipment to be included in September FGB minutes. | Agenda FGB |
|  | **Approval of last minutes: 27th March, 3rd  9th & 17th May 2017**  The minutes were approved and signed as true records. |  |
|  | **Matters arising/Action Grid**   1. Declaration Forms to be signed by MG/BS   All governors to sign declaration forms at first meeting of Autumn term.   1. Confirmation Date for Governor Development Day   Monday, 25th September from 4-7 was set. SMC also highlighted the Governance & Ofsted training available and governors were encouraged to attend (Horsham 19/10/17 & 16/11/17 <http://schools.westsussex.gov.uk/Services/3164>   1. Verbal confirmation WSCC Health & Safety Inspection took place   SJC informed governors of the positive report and the improvements made since the previous inspection. Governors ensured that all centres had been checked and SJC confirmed that WSCC had agreed with WSAPC’s target to develop training which was ongoing.  *LG joined the meeting – as the meeting was now quorate, VI reported on the items discussed.*   1. Action following Discussions with WSCC   SMC/DT and VI reported they were not receiving responses to their emails to WSCC and the absolute need to have WSCC support – discussed under item 6c & 7a. | Agenda FGB |
|  | **Review of Governance**   1. Governor Healthcheck   Governors thanked SCC for the evaluation sheet and agreed it would make a good starting point for the Governor Development Day. SCC confirmed she would be happy to run a review of governance in the future.  *CM joined the meeting.*   1. Governor Membership & Updated Skills Audit   Current vacancies were: 2 x parent and 3 x co-opted. Governors discussed the difficulties they had faced appointing parent governors and recommended Nick Dowling was asked to write a profile on what being a parent governor entailed. This would be circulated with a request for parent governors at the beginning of September. Governors also recommended asking Chris Woodcock and other heads who had sent pupils to WSAPC if there were any parents who could be approached to sit on the Board. Governors also suggested requests for parent governors was on the website and newsletter. They appreciated that being a parent governor on a board of governors with a high number of professionals could be daunting but felt a strong induction process would be effective and that prospective candidates should be encouraged to speak/meet with a current governor.  Governors advocated including other professionals on the Board and recommended the police, church and youth workers as a starting point. They asked DT/SJC to use their networks to directly approach possible candidates.  Review of Constitution: next agenda.  All governors were currently completing an updated skills audit for discussion at the September FGB.   1. Review of all Committees including Beechfield/Chalkhill (current structure attached)   In view of the continued misunderstanding by WSCC on the status of the Beechfield/Chalkhill committee, governors considered possible options and discussed an alternative structure. It was agreed that the Learning and Standards and Resources committee would remain but after each meeting and with the same committee members there would be Chalkhill/Beechfield agenda with separate minutes. To be monitored during the school year.  VI asked about the Beechfield opening and news on staff. SMC reported that an interim manager had been appointed for Beechfield and subject to an issue with the power supply, the scheduled opening date was 29/8/17. SMC was expecting to meet Miriam Hill at Beechfield the following day.  SMC had emailed Deborah Myers to say Beechfield staff had volunteered to finish work a week early allowing them to return to work a week early but she had received no reply. They had also requested information on the Beechfield SLA and their WSCC Link Adviser but there had been no response. Governors were frustrated by the lack of WSCC communication and considered their next steps. Given there had been no response to emails from VI and the leadership team, they recommended:  VI to forward SMC’s emails re Beechfield to Deborah Myers  DT/SMC/SJC to print all the emails and send as a hard copy to Avril Wilson with a covering letter.  JS commented on the importance of sending emails with read receipts and keeping all emails filed.  DT reported on a CSE case he had sent to WSCC and had had no reply. VI, as safeguarding governor, asked for further information and DT confirmed it had been referred to MASH and WSAPC were confident they had followed the correct procedures. Governors noted their disappointment that there had been no contact from WSCC.   1. Governance Line in QIP   Governors reviewed the targets set out for governors and noted the procedures to follow.   1. Discussion on Amended Visit Reports   JS was concerned visit reports might be seen as straying into operational areas. Governors asked DT to amend the form to ensure the forms supported staff. They felt the questions should act as a prompt and observations could be recorded in a second column. Governors would highlight which questions they wanted to consider. | 25/9/17  ND 25/9/17  DT 25/9/17  DT/SJC 25/9/17  FGB agenda  VI 6/7/17  DT/SMC/SJC 6/717  DT 25/9/17 |
|  | **Questions on Minutes**   1. Resources (held as an FGB)  * *Urgent update on budget*   Governors had received VI’s update on the budget and they were deeply concerned that no reply had been received from WSCC. SJC stated there were still no figures for Beechfield and Chalkhill and that she was chasing up Paul Little to strongly refute the assertion that any deficit should be supported by WSAPC delegated funding. MB noted her worry about taking a licenced deficit when there was no WSCC support. All governors felt the same but believed taking the licenced deficit route was their only reasonable attempt to address the budget issues. VI had received an email from John O’Brien/John Figgins clarifying the cost of the kitchen at Crawley as £30,000. After careful discussion, governors approved SJC putting forward the business case for a licenced deficit. SJC to keep governors regularly informed of developments.   1. Learning and Standards   Nothing to add to the minutes but governors noted the excellent oversight they received through the committee.   1. Chalkhill and Beechfield   Nothing to add to the minutes. | SJC – weekly reporting |
|  | **Co-Heads Report (SMC/DT)**   * Update on position of CLA/Linked Pupils on role   Governors had noted that attendance of CLA pupils was not as high as non CLA. They discussed the presentation of the report and found it very useful. They did ask that a commentary was given where attendance was below expected levels.   * Pupil Premium Report   Governors had received the very up to date report and noted the progress made. JS thanked WSAPC for the very useful and detailed information. All governors agreed they did not want to make extra work for staff and that any report issued for governors should be useful and have an impact for staff. Governors agreed they would be satisfied with a succinct summary detailing the key points and key actions. SCC suggested one governor took responsibility for data and reported back to the whole governing body to ensure governors had a robust understanding of pupil progress and attainment. Agenda FGB.   * Proposed Staff CPD following cost reductions   DT presented the training plan which governors clarified would address the changes in the leadership structure and upskill current staff. VI asked if staff would have sufficient HR skills and wondered if more budget should be allocated. SMC commented that the training covered the immediate priorities and DT/SMC felt the training being put in place struck the right balance. | DT 20/9/17  All 20/9/17 |
|  | **Quality Improvement Plan and SEF**  Governors had received the amended QIP and were aware it was continually kept updated. Governors noted it would have to be tied into the terms of the licenced deficit plan.  SMC/DT confirmed the SEF had been revamped taking on board governor comments. The details had been removed and recorded in the supplementary documents ensuring the SEF gave clear evidence. Governors questioned the data on teaching and learning & assessments. They understood observations were good and outstanding but as attendance was not at a high level they advised qualifying the statement for accuracy. They appreciated strong evidence was in place to demonstrate steps being taken to improve attendance.  VI asked how observations were fed back to staff and governors recommended considering a coaching model which could fit in with staff appraisals. DT thanked governors for the suggestion which he would look into implementing. | DT/SJC 20/9/17  DT/SMC 24/7/17  DT 25/9/17 |
|  | **Safeguarding & Health & Safety Update**   1. Safeguarding & Prevent   DT informed governors of a situation the Inclusion Team had with the use of Team Teach. Governors were in agreement that Team Teach was the accredited practice and stood by their staff member and anticipated the support of WSCC.   1. Health & Safety – working group minutes attached   *Reports received at Resources/FGB meeting 17/5/17*  SJC reported on the fire risk assessments carried out at each site. She confirmed WSAPC was working with WSCC for a capital bid to carry out work on the Burgess Hill fire alarm detection system. The cladding on three buildings was under investigation. Governors asked if an adequate lock down procedure was in place and recommended a scenario based exercise was carried out. | DT Resources agenda |
|  | **Policies to Review**   1. Health and Safety   For approval at October meeting.   1. Behaviour & Statement of Principles   Approved   1. Prevent   Approved.   1. Anti-Bullying   Approved.   1. WSCC Revised Capability (note WSCC updates)   Approved.   1. WSCC Revised Confidential Reporting (note WSCC updates)   Approved. | Resources agenda |
|  | **Reports and Recommendations following governor visits**  Nothing to report. |  |
|  | **Complete WSCC governor survey**  LR to complete and submit to WSCC. | LR 31/7/17 |
|  | **Thank You**  SMC led a vote of thanks to SCC who had been so instrumental in her role on the Chalkhill and Beechfield management committee and then as a governor for WSAPC. Governors noted her huge commitment and valuable expertise and agreed she would be sorely missed.  SCC thanked the governors and particularly SMC and all the staff at Beechfield and Chalkhill. Following the meeting, SCC emailed a note of thanks to governors.  *MB left the meeting.* |  |
|  | **Key Themes of Meeting**  Working on the relationship with WSCC and ensuring a clear audit trail of all communication was in place.  Excellent pupil premium data in place  Good to see observations for teaching and learning and consider whether it is a true reflection  Change in the culture of observations through coaching feedback. |  |
|  | **Dates of next meetings**  Proposed timetable attached. First meeting of Autumn term: FGB Wednesday, 20th September at Lancing at 3pm  GOVERNOR DEVELOPMENT SESSION, MONDAY, 25TH SEPTEMBER, 4-7PM |  |

SIGNED……Vicki Illingworth………………… DATE………………20th September 2017…………………….