WSAPC Full Governing Body Meeting

Wednesday, 16th July 2014

Venue: LANCING

3pm - 5pm

**FGB present: Vicki Illingworth - chairman (VI), Mary Fry (MF), Stevie Crowther (SCr), Hilary Riddell (HR), Jayne Wilson (JW), Caroline Barlow (CB), Siobhan Denning (SD), Bob Smytherman (BS), Doug Thomas (DT)**

**Co-Head: Sheila Carroll (SCa)**

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

MINUTES

1. **Welcome and Apologies (VI)**

Apologies were received and accepted from Jackie Shepheard, Grahame Robson, Maggi Bruce and Cathy Meyer and from SD for the first 20 minutes.

1. **Declaration of Interests VI)**

None to declare in the agenda.

1. **Approval of minutes of last meeting 21st May, 2014 (VI)**

The minutes for the meeting were approved and signed as a true record.

1. **Matters arising/Action Grid (VI)**
2. Briefing Notes

SCr/VI still to liaise for article on role of APC for future Briefing Papers.

1. Health and Safety Governor

The allocated governors on a rotational basis had been confirmed as JS/SCr/VI, They asked SCa to ensure Steph Hill asked them to come into school when appropriate.

1. Exclusion Comparisons

No figures had been received from Richard Barker. LR to ask for information for next meeting.

1. SLAs/Partnership Agreements

SCa understood from Richard Barker that Diane Henshaw had been consulting on SLAs but the governors agreed it was unacceptable they had had no feedback at all. LR to email Richard Barker to request update.

1. Richard Barker to attend CH/BF meeting

SCr reported that the meeting had not been quorate so was arranged as a Working Group. It had not been seen as a suitable occasion to have visitors so Richard Barker had been informed of the postponement of the meeting.

1. **Chairman’s action (VI)**
2. Approval of Budget

As agreed at the May FGB, following an email conversation and feedback from Mary Fry, the budget was formally approved.

1. **Questions on Minutes**
2. Resources (JW/VI)

Nothing to add to the minutes.

1. Learning and Standards (JW)

*Heads of Centre Presentations*

Governors commented on the successful presentations by heads of centres. It was proposed that the visits were annual with different groupings. Governors also asked that presentations were directly linked to the QIP (Quality Improvement Plan). It was agreed that the Chalkhill and Beechfield heads of centre were asked to present to the committee.

*Transport*

On questioning, SCa reported there had been a partial solution to the transport issues. She explained to BS the background on the recent withdrawal of funding and he asked for the full details on one specific case so he could raise it with the Cabinet Member. Governors discussed the policy and WSCC’s accountability for permanently excluded children and agreed their further action would be dependant on the reply to BS’s question.

*CB joined the meeting.*

1. Chalkhill and Beechfield

*Recommendations on Beechfield Budget Allocation*

SCr explained the funding issues facing Beechfield and Chalkhill. SCa confirmed that Richard Barker had recently communicated with the Beechfield Care team and Chalkhill Health team because of the planned feasibility study on increasing the number of Beechfield places.

Governors were concerned about the funding for the Ofsted required Summer School and the curriculum resources allocation. The BF Working Group had recommended that Jeanne Marie Long was asked to attend both Centres to get a clear understanding of their provision. SCr noted that the Management Committee, despite constant requests had never received any information on funding nor any figures of payment for education from other counties.

The governors stressed the importance of having clear funding for both Units and BS offered to ask the question (drafted by SCa) at the forthcoming Full Council Meeting. HR noted her reservations requiring JML to visit Beechfield but a majority of governors felt it was their best option for action.

1. **Any Progress on SLAs/Partnership Agreements? (SCa/DT)**

*SD joined the meeting.*

Governors hoped Ofsted’s request would at last prompt WSCC into providing SLAs. JW stressed it was SLAs that were required as WSCC had outsourced their responsibility for permanently excluded children. VI had a meeting scheduled in August with Richard Barker and had asked to view the SLA, receive a document on the roles and responsibilities of relevant WSCC staff and a protocol to underpin the relationships. It had also been agreed that Brin Martin would meet with the chair of governors once per term.

Governors noted the importance of ensuring Heads were aware of the issues with WSCC and SD would raise it at the Heads Executive meeting on 18th September.

SD was alarmed to learn that Richard Barker had indicated he was unaware APC was oversubscribed. CB had raised the numbers several times at the Task and Finish Group meetings. SD confirmed the Executive Heads were currently working closely with Brin Martin’s line manager and would discuss this with SCa/DT after the meeting.

1. **Revised School Development Plan & Financial Inclusions**

DT/SCa highlighted the beneficial input from Ofsted and the amount of information to share with staff. DT reported on the ideas to help improve attendance and governors noted a consistent approach across the Centres was a priority. They also understood the recommendations on pupil premium expenditure and were in agreement Olive Education should carry out the pupil premium review. They had been pleased to note the clear value of the consultancy work carried out. The staff surveys had been universally positive and the Inspectors had been pleased that staff were taking on board CPD.

DT noted the focus laid on Health and safety.

1. See Confidential Minute
2. **Report from Co-Heads (SCa/DT) to include pupil premium update**

DT/SCa went through their report. Governors passed on their congratulations to the Art Team for achieving the Artmark Gold.

DT/SCa raised concerns with building completions at Chichester and Burgess Hill. Governors stressed the importance of not moving the primary class for a short term. SD suggested finding alternative accommodation for the whole Unit. DT would continue to put pressure on Richard Barker to ensure a satisfactory solution was found, if it was not governors asked him to contact Graham Olway.

SCa reported on the protected bats found at Burgess Hill and the impact on the work planned. It was understood the licence to work round the bats was unlikely to be received in time for this summer and SCa would continue to discuss possible arrangements with Cathy Meyer.

1. **Discussion on Website – Governors to log on prior to meeting to check access/content**

Governors had found the website through the link and understood work was being done to ensure it was picked up in search engines. They asked that names, addresses and phone numbers of centres were more accessible, either on the front page or an extra tab. Some governors had experienced difficulties seeing all the pictures and asked LR to check with SH that the website was universally compatible.

They asked how the website would be kept updated and SCa confirmed staff had now completed training to ensure there were effective mechanisms in place.

Ofsted had confirmed all statutory information was uploaded.

1. **Allocate Governors to Units and Roles and Responsibilities paper for Governor visits (VI)**

Governors thanked VI for the excellent paper and agreed on an appendix to be completed following visits.

Governor:

Date of Visit:

Met with:

Area of Focus:

Relation to QIP:

Governors completed the attachment sheet with a lead governor and back up governor for each Unit. Visits would be carried out at a minimum of once per term.

1. **Medical Guidelines and Complete Governor Checklist**

Governors were aware of the new statutory guidelines and their responsibility to complete the checklist. SD offered to contact Leon Nettley (head of Millais) to see if he could organise necessary staff training. SCa/DT to arrange with a governor to go through checklist with the appropriate staff member. The completed checklist to be an agenda item at the next Resources meeting.

1. **Policies**
2. Payment of Travel Expenses/Allowances

The Resources committee had recommended that the travel allowances for staff across the Units were unified and that the correct documentation for business use insurance was in place. With this proviso, the FGB approved the policy.

Governors asked LR to send out the governor expenses policy and form.

1. **Link Governor & Governor Training**

Governors thanked MF for her report. It was agreed to identify suitable in-house training at the first meeting of the Autumn term.

1. **Agenda for next meeting**

The meetings for the September term were agreed. Dates and structure of meetings for the Spring and Summer term would be arranged at the September FGB.

Agenda items were confirmed as:

Governing Body Constitution

Code of Practice

Terms of Reference

Review Statutory Policies

Post Ofsted Action Plan & Amendments to QIP

SLAS

Approval of Planned Trips and Visits

Governor In-house training

All governors were invited to attend the Inset Day at either Burgess Hill or Lancing from 8.45am for a 9am start on 3rd September.

Governors thanked VI for all she had achieved during her first year as chairman. VI would circulate notes, when appropriate, of extra meetings she held.

1. **Date of next meeting**

**FGB: Wednesday, 10th September, 3pm, Lancing**

**Resources Monday, 22nd September, 2pm, Burgess Hill**

**Learning and Standards Monday, 6th October, 3pm. Lancing**

**FGB: Wednesday, 17th November, 3pm. Lancing**

ACTION GRID - JULY 2014

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| --- | --- | --- | --- |
| 4i | Briefing Notes | SCr/VI to submit article for L&G Briefing Papers | SCr/VI |
| 4ii | Health & Safety Governor | SH to ask governors (JS/SCr/VI) into school when appropriate | SCa/SH |
| 4iii | Exclusion comparisons | LR to chase Richard Barker. | LR |
| 4iv | SLAs | LR to request update from Richard Barker | LR |
| 6ii | HoC Presentations  Transport | Arrange Beechfield/Chalkill presentations and all HoC to  present annually. To be linked to QIP.  SCa to send details of specific case to BS so he can raise  with Cabinet Member. Governor action dependent on  response. | SCa/DT  SCa/BS |
| 6iii | Funding Chalkhill &  Beechfield | SCa to draft question for BS to submit to Full Council Meeting.  JML to be invited to Beechfield. | SCa/BS  SCa/SCr |
| 7 | SLAs | At arranged meeting with Richard Barker, VI to receive SLAs, WSCC roles and responsibilities & protocol  SD to raise problems with WSCC at next Executive Heads meeting. | VI  SD |
| 8 | QIP | Governors to see completed Centre QIPs. | All |
| 9 | Buildings | DT to liaise with Richard Barker re Chichester. To contact Graham Olway if no solution. | DT |
| 10 | Website | Centre details to be easily accessible.  LR to check that website universally compatible. | SCa/DT  LR |
| 12 | Medical Checklist | SD to contact Leon Nettley re training.  SCa/DT to arrange for governor to go through checklist. Completed checklist to be agenda item at next Resources. | SD  SCa/DT  Resources |
| 13 | Governor Expenses | LR to send all governors policy | LR |
| 15 | Inset Day | All governors invited to attend, 3/9/14 at 9am. | All |