

WSAPC Full Governing Body

Monday, 2<sup>nd</sup> July 2018

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

Tel: 01903 270460

3.00pm – 6pm

**FGB present: Vicki Illingworth (VI), Bob Smytherman (BS), Doug Thomas (DT), Nick Dowling (ND), Mike Garlick (MG), Shaun Jarvis (SJ), Lucy Ivankovic (LI)**

**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	
<b>1)</b>	<p><b>Welcome and Apologies</b> Apologies were accepted and received from Richard Anderson, Lisa Guiel and Tim Yates. ND led the thanks to Rowan McConnell for his valuable contribution to WSAPC and highlighted the improved results and legacy he left behind. Governors were sorry to see him leave and passed on their best wishes for his future success.</p>
<b>2)</b>	<p><b>Declaration of Interests</b> Mike Garlick: Headteacher Bognor Academy. Bob Smytherman: LA Member</p>
<b>3)</b>	<p><b>Chairman's Action and notice of AOB</b> <u>AOB</u> a) <u>Solar Panels (SC)</u> b) <u>IT Technicians (SC)</u></p>
<b>4)</b>	<p><b>Approval of last FGB minutes: 19<sup>th</sup> March and May 2018</b> The minutes were approved and signed as a true record.</p>
<b>5)</b>	<p><b>Matters arising/Action Grid</b> a) <u>Instrument of Governance</u> Governors were waiting for confirmation from WSCC that legislation aside, there was no discernible difference between a governing body and a management committee. They had noted that Ofsted had not seen it as an issue. b) <u>Thank you to staff following Ofsted</u> SJC confirmed fruit and chocolate had been given on behalf of the governors and that staff had appreciated the gesture. c) <u>Outdoor Education opportunities</u> DT confirmed a consistent approach to outdoor education across the centres remained an aspiration. Governors understood a change to how it was funded across the centres had been made and that outdoor education would be included in the relaunch of the curriculum offer. Declaring an interest, MG suggested investigating the provision offered by United Learning at the Adur Outlook Centre. Governors agreed it was in a good location for WSAPC and asked DT to look at that and other centres for cost and location comparisons.</p>
<b>6)</b>	<p><b>Questions on Minutes</b> a) <u>Learning and Standards</u> The minutes from 7/3/18 were approved. Governors were aware the learning and standards committee had met on 19<sup>th</sup> June but due to a location error that meeting had not been well attended. Matters discussed were as follows and policies for approval had been transferred to this meeting. <u>Pixl and Doodle</u> On questioning, DT confirmed both systems were now well embedded and being widely used. Governors were reassured to learn that Nina Thair had ensured that measures were in place to cover her sickness absence. <u>Attendance</u> The committee had received a comprehensive report for their June meeting and those present had analysed it closely. They noted the strong evidence in place for the slight decline in attendance levels and praised the clarity in the analysis and data. LI asked if the attendance level would preclude an outstanding Ofsted grading. DT confirmed it was an</p>

FGB  
15/9/18

DT  
15/9/18

	<p>issue for WSAPC and governors were aware of the efforts going on to get pupils into school and to reduce fixed term exclusions.</p> <p><u>LGBT</u></p> <p>The committee highlighted the excellent work which was ongoing.</p>	
7)	<p><b>Health &amp; Safety</b></p> <p>The self-assessment had been submitted and showed improvements from last year. HE/SJC confirmed how they continued to address the three areas targeted for improvement. Governors asked the reasons for the vacancies on the health and safety committee and appreciated the extra burden on staff and the long distances involved to attend meetings. MG recommended using telephone conferencing. SJC reported on the problems with the Wi-Fi connection. Governors were adamant WSAPC should be receiving the same connection standards other schools had, particularly in view of the possibilities it would open up for staff and pupils. BS suggested writing to the Cabinet Members for IT and Education (Bob Lanser and Richard Burritt) to seek resolutions for the current unacceptable situation. SJC to write with copy to DT/ND.</p>	SJC 20/7/18
8)	<p><b>Safeguarding and staff well being</b></p> <p><u>Safeguarding</u></p> <p>VI confirmed she had no issues to raise as the Safeguarding/Health and Safety governor. HE had submitted the Safeguarding Report. On questioning, HE confirmed she was confident all incidents were reported but noted the changes being made within CPoms and staff training to ensure the data would be more accurate.</p> <p><u>Wellbeing</u></p> <p>Governors congratulated HE on the action plan she had distributed. Governors asked about the current morale within WSAPC and SJ/JE/RM reported on the affect the consultation had inevitably had and the action being taken to minimise the impact of RM's departure.</p>	
9)	<p><b>Pupil Premium report</b></p> <p>Governors received the report.</p>	
10)	<p><b>School Improvement Plan</b></p> <p>Agenda for FGB meeting.</p>	Agenda 15/9/18
11)	<p><b>Head Teacher report (inc. Data Overview) and SFR data</b></p> <p>Governors thanked DT for his comprehensive report. DT reported on the impact of the Ofsted visit and governors appreciated the challenges of initiating changes. ND noted the anxiety for staff during the consultation but the merger of Chichester and Littlehampton had not appeared to cause concern. Governors stressed the importance of working towards outstanding following two good Ofsted results. MG congratulated WSAPC on the steps taken and commended the leadership team on having the strength to stick to their vision. Governors were hopeful that WSAPC would be able to work collaboratively with the education team at WSCC. BS wondered if Deborah Myer's resignation would mean the end of the long promised but never received AP review. DT commented on the valuable support received from Ellie Evans. Governors noted the funding challenges and discussed possible measures, including a contribution in Council Tax, which they felt should be considered. ND had volunteered for the working party to review the high needs funding block but had not been contacted though he noted the importance of SJC being consulted.</p> <p><u>Beechfield(see part II minute)</u></p> <p><u>Short-term Placements</u></p> <p>DT reported on the situation with the Worthing 14-16 centre and the WSCC suggestion to keep it for short stays. VI noted that the costs review governors had held had recommended moving the students to Littlehampton and wondered what financial impact keeping the building would have. She also asked if it could be a viable business proposition and MG believed it could only work on a single register basis. Governors discussed the geography of the centre and DT believed it might be possible to run something similar in Burgess Hill. LI was concerned about the risk implications for WSAPC and noted the need for any proposal to complement governors' vision and ethos statement. Transport issues were also discussed and WSAPC had not seen any solutions from WSCC for getting pupils transported if Worthing did close. They agreed that short term placements might be an</p>	

	<p>area that WSAPC could support WSCC with but they would need a clear and workable proposal from WSCC that met WSAPC's ethos and vision.</p> <p><u>Governor visits</u>  DT thanked Tim Yates for visiting Burgess Hill and LI for going to Littlehampton. MG's visit to Littlehampton had to be cancelled because of the emergency consultation. ND reported on his visits to Chalkhill, Littlehampton and Burgess Hill.</p>	
<b>12)</b>	<p><b>Governance: Actions for plan to move towards outstanding</b>  Meeting planned for 15/9/18 – 9.30am to 3pm.  Areas to follow up on:  Outdoor Education  Doddle  LGBT bullying  Attendance  Governor training – GDPR  <i>ND to distribute papers prior to the meeting.</i></p>	ND 15/9/18
<b>13)</b>	<p><b>Submit WSCC governor survey</b>  Submitted. ND had also responded to the school effectiveness survey and highlighted that there was no mention of governors.  <i>LI/VI left the meeting.</i></p>	
<b>14)</b>	<p><b>Policies</b>  a) <u>Note new model policies – Managing Medicines and Charging for School Activities.</u>  Both policies were in place.  b) <u>Health and Safety</u>  Due for approval September 2018  c) <u>Behaviour &amp; Statement of Principles</u>  Approved.  d) <u>Anti-Bullying</u>  Approved.  e) <u>Staff travel</u>  SJC reported on the question mark over the rate for claiming mileage after 10,000 miles. Proposed rate and policy to be approved at next meeting.  <i>It was agreed that in future all policies submitted to governors for approval would include track changes.</i></p>	Agenda 09/18  Agenda 09/18
<b>15)</b>	<p><b>AOB</b>  a) <u>Solar Panels</u>  Governors gave the go ahead to participate in the scheme.  b) <u>IT recruitment</u>  SJC reported on recruitment issues and a possible solution. Governors considered the financial implication but agreed IT issues were a priority and approved upgrading the technicians pay grade.  c) <u>Governors/ELT proposed meeting</u>  ND to arrange for autumn term.</p>	ND 7/9/18
<b>16)</b>	<p><b>Key Themes of Meeting/Impact on pupils</b>  Plans for outdoor education to be strengthened.  Attendance  Wi-Fi connection  Amendments to improve CPoms data recording and staff training  Agreement on WSAPC future with Beechfield  Request for proposal for short term placements</p>	
<b>17)</b>	<p><b>Dates of next meetings</b>  Schedule attached for discussion at meeting on 15/9/18</p>	

SIGNED..... Nick Dowling..... DATE.....21<sup>st</sup> November 2018.....

ACTION GRID JULY 18		
5	Investigate outdoor education costs/opportunities for outdoor education.	DT
7	Letter to Bob Lanser and Richard Burritt highlighting WSAPC wifi connection issues and seek solution.	SJC
11	Request for proposal from WSCC for short term placements using 14-16 centre with detail on financial implications.	DT
14	Staff travel policy – confirmation of rate for claiming mileage. All changes made to policies to be shown using track changes.	Agenda FGB Leadership
17	Proposed dates for 2018/19 meetings for discussion 15/9/18	