

WSAPC Full Governing Body  
 Wednesday, 21<sup>st</sup> November 2018

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

**FGB present: Bob Smytherman (BS), Doug Thomas (DT), Nick Dowling (ND), Shaun Jarvis (SJ), Richard Anderson (RA), Tim Yates (TY)**

**Associate Members: Helen Ellis (HE), Ben Thomas (BT)**

**Prospective Governor: Liz Warne (LW)**

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

Minutes	
<p><b>1) Welcome and Apologies</b>                      Liz Warne was welcomed to the meeting as a prospective governor. She introduced herself and governors felt she would be an excellent addition to the Board and hoped she would be interested in joining.                      Apologies were received and accepted from Vicki Illingworth, Lucy Ivankovic and Sam Channon.</p>	
<p><b>2) Election of Chairman</b>                      Nick Dowling accepted the nomination and was duly elected as chairman for a further year.</p>	
<p><b>3) Election of Vice Chairman</b>                      Tim Yates accepted the nomination and was duly elected as vice chair for a year.</p>	
<p><b>4) Declaration of Business &amp; Pecuniary interests</b> (attached for signature)                      Forms were signed and returned from all governors. (VI still to sign.)</p>	VI
<p><b>5) Chairman's Action and notice of AOB</b>                      None.</p>	
<p><b>6) Governance – governors to ensure all papers are read and approved prior to the meeting:</b>                      a) <u>Confirmation all governors have DBS in place – governors appointed after September 18 will need a Section 128 check</u>                      LR to liaise with Sam Channon to organise a section 128 check for Tim Yates.                      b) <u>Code of Conduct (attached for signature)</u>                      LR received the signed forms. (VI still to sign.)                      c) <u>Governor details for publication on website (attached)</u>                      Approved. LR to send to Rebecca Newey.                      d) <u>Governors snapshots on the website</u>                      Snapshots required from VI, LI and TY.                      e) <u>Confirmation of Committee membership &amp; Centre allocations (attached)</u>                      Confirmed. (SJ to concentrate on learning and standards. It was hoped a newly appointed staff governor would sit on Resources.)                      f) <u>Approve Committee Terms of Reference &amp; telelinks policy (attached)</u>  <u>Learning and Standards</u>                      Governors approved SJ's comments and LR amended the clause to read:                      Monitor, keep under review and report on the College behaviour policy especially Quality First Teaching.                      Approved.  <u>Resources</u>                      Approved.  <u>Telelinks</u>                      To give governors more time in meetings to be strategic, governors had been asked to review documents prior to the meeting for approval at the meeting. TY felt the Telelinks policy could be used to allow governors to approve documents/make decisions by Skype/email. LR to check with leadership and governance if it is now possible to gain governor approval in virtual meetings/electronically. If the regulations have remained the same, Governors asked DT/BS to raise the issue with Tony Kershaw.</p>	<p>LR/SC 8/12/18</p> <p>LR 8/12/18</p> <p>VI/TY/LI 8/12/18</p> <p>LR 30/12/18</p>
<p><b>7) Approval of last FGB minutes: 2<sup>nd</sup> July 2018</b>                      Approved and signed as a true record.</p>	

8)	<p><b>Matters arising/Action Grid</b></p> <p>a) <u>Instrument of Governance &amp; new governors</u>  ND had informed governors of Ellie Evans' demand that the FGB should be reconstituted as a management committee. WSAPC had sought legal advice as it had been WSCC who had forced the school to move to an FGB in 2012. The governors carefully discussed their role and sought reassurance that as a management committee, they would not be ceding any responsibility to WSCC. ND to confer with Stone King and DT to raise the situation informally with Ofsted inspectors and Tony Kershaw.</p> <p>b) <u>Beechfield</u>  WSCC were taking over responsibility for the centre.</p>	<p>ND 8/12/18</p> <p>DT 8/12/19</p>
9 & 10	<p><b>Following Governor Meetings, discussion on governor strategy and working practice.</b></p> <p>a) <u>Headteacher' report on School Improvement Plan and SEF</u>  DT briefed governors on the core objectives of the SIP and the current planning. The end goal was to facilitate successful/lives for children by giving them hope and aspiration and the necessary skills to move on. DT gave examples of recent success stories and governors felt it would be beneficial to share these and for the past students to come back to WSAPC to mentor students.</p> <p>Governors discussed the current changes to the structure of WSAPC with the merger of Chichester with Littlehampton and the proposed move from the 14-16 centre at Worthing. Governors were disappointed the arrangement with Worthing had not worked as anticipated. They appreciated a reduction in the number of venues would facilitate the aspiration to offer a broader curriculum range. There was concern about provision for pupils in areas such as Worthing with no centre and the transport costs. Governors asked about looking at other venues, perhaps within existing schools but after discussion agreed it would dilute the offer. HE/BT commented on the number of areas that had no centre and that there were transport routes in place for pupils to travel to their closest centre.</p> <p>DT reported on the current structure in the centres. Governors were concerned about high level of sickness/absence and discussed the interventions in place and the impact on current staff. There was inevitably an increased workload for the senior leadership team but DT highlighted the positive outcomes and the strength of the middle leaders who had risen to the challenges. SJ confirmed that teachers on the UPS (upper pay scale) were taking on increased responsibilities. BT commented on the strength of the centre managers and the constantly improving team.</p> <p>HE reported on the Inclusion team. The success rate for prevention of permanent exclusion continued to be high but she noted the high number of primary pupils waiting for support. BT and HE were concerned budget constraints and the general feeling amongst headteachers was leading to a rise in exclusions. Governors appreciated WSAPC was very full for so early in the school year.</p> <p>BT reported on blended learning and the rising numbers of pupils with ASC (autistic spectrum conditions).</p> <p>Having carefully studied the SIP and SEF, RA and TY believed the SIP should reflect the strategy closely. TY asked on a scale of 0-10 where WSAPC currently saw themselves against their own set aims. Staff present felt between 6 and 7 and DT confirmed how they constantly strived to improve. BT reported on the work he was doing on base lines, pupils targets and their flight path through WSAPC and governors recognised it as a strong position to focus on individual learning plans for pupils.</p> <p>Governors were keen to support WSAPC's aims but were concerned the SIP did not currently reflect the strategy. They appreciated the issues with the consolidation plans so asked for a short paper with explicit targets and timescales which were not reliant on the consolidation. DT agreed to produce a paper/timetable laying out the approach to attendance, consistency of teaching and broadening the curriculum for governors to use.</p> <p>The governors were grateful for the time taken in the meeting to discuss the SEF and SIP and were confident they now had the knowledge to be more strategic.</p> <p style="text-align: right;"><i>BS left the meeting.</i></p> <p>b) <u>Consider new committee for Chalkhill and membership (recommended by L&amp;S)</u></p>	<p>DT 30/1/19</p>

	The FGB had agreed to set up a separate committee for Chalkhill. Committee members were confirmed as Jackie Clack, Richard Anderson, Doug Thomas and Liz Warne (subject to her election as governor). SJ to to be copied in on all information and to attend the meetings if appropriate. LR to arrange meeting at Chalkhill for early January.	LR 30/11/18
11)	<b>Questions on Committee minutes</b> a) <u>Learning and Standards</u> Nothing to add. b) <u>Resources</u> i. <u>Pay Recommendations (approval noted)</u> ii. <u>Proposed Business Team Structure, recommended for Consultation – to next Resources meeting.</u> iii. <u>Solar Panels &amp; Salix Lighting- to next Resources meeting.</u>	Resources 6/2/19
12)	<b>Confirm Headteacher governor performance management committee. Date set as 18/12/18 at Burgess Hill at 11am.</b> TY offered to join Bob Smytherman on the Panel. LR to inform Jenny Martin who would contact the head and governors prior to the meeting.	LR 23/11/18
13)	<b>Health &amp; Safety/ Safeguarding</b> Governors confirmed that Vicki Illingworth as safeguarding governor was kept informed of safeguarding incidents. HE reported that the NSPCC safeguarding audit had been completed and WSAPC were fully compliant with an action plan in place. HE informed governors of an allegation made at Crawley and another at Burgess Hill which had been reported to LADO (local authority designated officer) and the correct procedures were being followed. There had been a pupil exclusion at Burgess Hill and home-based learning had been arranged. DT confirmed they were working with Social Care to arrange a placement and if it was within APC it would not be Burgess Hill. DT reported on an incident involving a past pupil in Crawley and staff had been asked to refer any press enquires to DT as it was a police issue. Governors were asked to do the same. SJ reported on an incident at Crawley which had resulted in a 3-day exclusion and was ongoing. Governors discussed the nationwide problem with knives and the rising number of incidents. They were open to the idea of implementing policies to address problems and LW suggested arranging charity visits to increase understanding amongst pupils. <u>Governor Safeguarding Training</u> HE asked governors to undertake training. WSCC offered sessions as part of the SLA and there were online courses. HE and ND to send links and all governors asked to confirm with LR which course they had taken.	HE/ND 30/11/18 All 25/3/18
14)	<b>Policies</b> (policy checklist attached for any comments) a) Reviewed Child Protection (recommended by WSCC). <i>HE noted the largescale changes to the policy. Approved.</i> b) SEND policy and SEND local Offer. Confirmation new statutory guidelines for SEND information on website are met – <i>to next learning and standards.</i> c) Health & Safety (recommended by Resources). <i>Approved.</i> d) Confirmation that data protection and freedom of information policies are approved and uploaded onto the website. <i>Data protection due for review in May 2019 and freedom of information in October 2020.</i> e) Accessibility - <i>to next Resources</i>	L&S 6/3/18  Resources 6/2/18
15)	<b>Key Themes of Meeting/Impact on pupils</b> <b>Reconstitute as Management committee as long as there is no detrimental impact on the provision for pupils.</b> <b>Focused strategy for governors to support to give pupils the best opportunities.</b> <b>New committee established for Chalkhill pupils.</b> <b>Robust discussion on safeguarding and governors to undertake training.</b>	All
16)	<b>New Governor</b> LW thanked governors for giving her the chance to attend the meeting and had been excited to hear the ambitions governors had to give students such excellent	

	opportunities and second chances at WSAPC. She indicated she would be happy to join the governing body and the governors would vote to confirm her appointment.	
<b>17) Dates of next meetings</b>	Chalkhill – to be arranged for early January Resources Wednesday, 6th February at 3pm Lancing Learning & Standards Wednesday, 6th March at 4pm Lancing FGB Monday, 25th March at 3pm Lancing	

SIGNED..... *Nick Dowling*..... DATE.....25<sup>th</sup> March 2019.....

ACTION GRID November 2018		
4	VI to sign declaration of interests and code of practice.	VI
6a	Section 128 check for Tim Yates	LR/SJC
6d	Governors snapshots to LR from VI/LI and TY	VI/LI/TY
6f	Check decision/approval can be made virtually. If not, DT/BS to follow up with Tony Kershaw.	LR DT/BS
8a	Complete legal clarification on conversion to management committee before any decision made.	ND/DT
9&10	Short paper with progress & timings to reflect SIP.	DT
10b	Organise Chalkhill committee for early January	LR
12	TY/BS to be on performance management committee with Jenny Martin as adviser.	TY/BS
13	Governors to undertake safeguarding training and inform LR of course completed. (ND/HE to send through training links.)	All HE/ND
14	SEND & Local Offer to L&S. Confirm statutory guidelines for SEND information on website are met. Accessibility	Learning & Standards Resources