

FGB present: Nick Dowling (ND), Shaun Jarvis (SJ), Lucy Ivankovic (LI), Richard Anderson (RA), Tim Yates (TY), Liz Warne (LW), Caroline Grainge (CG), Emma Brown (EB)

Associate Members present: Sam Channon (SJC), School Business Manager, Helen Ellis (HE), Ben Thomas (BT)

Clerk to the Governing Body: Louisa Rydon (LR)

DRAFT MINUTES	
1)	<p>Welcome and Apologies Apologies were received and accepted from Doug Thomas and Vicki Illingworth. Bob Smytherman did not attend the meeting. Sue McMeeking was thanked for attending the meeting to present on staff wellbeing with Helen Ellis and it was agreed to move the item to the beginning. (item 4)</p>
2)	<p>Confirmation and welcome to new governors Emma Brown was welcomed as a new co-opted governor and introductions were carried out. The governors were delighted to have a primary headteacher on board and valued her expertise.</p>
3)	<p>Declaration of interests None.</p>
4)	<p>Results of Staff Wellbeing Survey and next steps HE explained Sue McMeeking's (SM) role within the Wellbeing Group and the value of having a committed group with members from across the centres. The survey had been rerun in February and governors appreciated the changes made were to give staff more clarity on what they were being asked. SM reported on the results and governors were pleased to note the increase in the number of positive responses. They recognised the action plan was still in its very early stages but the impact was beginning to show. HE commented that despite the issues staff had faced during the year with a staff consultation, relocation uncertainty, on-going absence issues they were encouraging results. <i>Governors asked about the response level and whether it represented all the centres. They felt 50% gave a good representative of staff views and HE confirmed it was across all the sites.</i> CG felt that if staff had been given more time and reminders there would have been more replies. HE reported on IT issues which had been challenging and she believed improvements could be made for the next survey. <i>On questioning, HE confirmed the survey was absolutely anonymous though CG confirmed that not all staff believed it was.</i> Governors studied the initiatives that had been put in place after last year's survey and their impact. <i>They discussed the role of the SLT (senior leadership team) and ways they could interact further in all centres. They approved the idea of using the end of day briefings sessions as a valuable way to improve communication.</i> <i>Governors asked how training was identified and implemented and if any training was particularly targeted to areas staff felt stressed/anxious about.</i> SJC confirmed INSET day training had been used to provide training staff had asked for. HE reported on the constraints of providing the training within 5 days but confirmed they hoped to run the whole school training again as it had been so well received. SM reported on the individual comments received through the survey and the wellbeing group's analysis. Ways to improve communication were being implemented across the whole staff team by including assistant heads, centre and line managers. SM confirmed how they were developing the middle leadership team roles. SJ believed the monthly meetings would be a positive way of enabling the middle management to communicate effectively. <i>Governors asked how the results of the survey would be reported and they discussed with HE/SM the next steps.</i> HE had met with an EP with regards to supervision who could provide support but it was a costly route. Governors agreed seeking advice from other APs on how they managed supervision would be a good starting point.</p>

	<p>Governors suggested the wellbeing group communicated with staff with a You said, we did, we are preparing to do message to reassure them of the value and anonymity of the survey.</p> <p>Governors passed on their appreciation to the wellbeing group for what they were achieving and were aware it was work above and beyond their roles. SM confirmed governors were welcome to attend the wellbeing group and circle of adults meetings. SM left the meeting.</p>	All
5)	<p>Chairman’s Action and notice of AOB</p> <p>TY, as chair of resources, confirmed he was meeting with SJC to approve the SFVS and consider budget setting before 31//3/19.</p>	TY 31/3/19
6)	<p>Governance – governors to ensure all papers are read and approved prior to the meeting:</p> <p>a) <u>Confirmation all governors have DBS in place – governors appointed after September 18 need a Section 128 check</u> Plans were in place for LW/TY/RA to complete the check.</p> <p>b) <u>Consideration of Virtual Attendance Policy (attached) and recommended changes for discussion</u> ND noted his reservations with the model policy and was backed up by all governors. It was agreed to look at the policy again when IT improvements had been made which would allow governors remote access into meetings.</p> <p>c) <u>Governors still to arrange photo and biog for website (biog & photo CG, EB; biog TY, LI, VI; photo RA)</u> In hand.</p> <p>d) <u>Governors to inform LR of committee membership preferences for approval</u> Governors were aware it would be advisable to have another governor as a committee member for Chalkhill but due to its location in the county it was not currently possible. EW had confirmed her membership for Learning and Standards and Chalkhill. LR to send agendas through to EB and CG for all meetings. All governors were being asked to undertake safeguarding training through Educare. BT confirmed electronic invites to take the training were being sent. EB confirmed she had completed the training and was the designated safeguarding lead at her school.</p>	FGB 09/19 All 21/5/19
7)	<p>Approval of last FGB minutes: 21st November 2018</p> <p>The minutes were approved and signed as a true record. TY asked for the timeline that governors had requested. DT forwarded the SIP cribsheet as requested following the meeting.</p>	
8)	<p>Matters arising/Action Grid</p> <p>a) <u>Legal clarification on conversion to management committee</u> ND confirmed there had been no further contact from WSCC and ND agreed to clarify the current situation for governors in writing. SJC reported on the issues they were experiencing with the LA commissioning and the lack of transparency over plans. SJ noted that on the council’s website under FAQs the Burgess Hill centre was referred to as a Detention Centre. Governors asked for this to be addressed.</p>	ND 21/5/19 DT 21/5/19
9)	<p>Headteacher’s Report on the SEF and Governor questions/strategy</p> <p>Governors had received and read the comprehensive report and were invited to ask questions. HE reported on the knife incidents and the helpful survey they had participated in showing there had been 12 incidents since September 2017, one of which had been something brought in from home. Governors were reassured to learn there was not a significant knife issue and that classroom and pupils risk assessments were regularly reviewed.</p> <p>Governors asked whether it was useful to separate pupils by groups and BT confirmed it was a statutory requirement. He noted the benefit of identifying pupils with ECHPs as WSAPC was not theoretically the correct setting for them and that the number had risen to 20%. EB felt this was a high proportion and governors were aware specials schools were a more appropriate setting for these pupils.</p>	

	<p>BT confirmed that reintegration planning for LAC (looked after children) was challenging and SJ explained the actions taken to ensure PEPs (pupil education plans) were in place with a view to moving pupils on.</p> <p>BT explained that with 132 year 11s leaving in the summer, WSAPC would be able to focus on pupils still there and anticipate referrals. The governors noted that year on year the numbers of pupils on roll in September had risen and they wondered if was to do with increased funding pressures. HE confirmed the number of requests for support for pupils at risk of exclusion had gone up. As set out at the last Resources meeting, BT was putting together a paper to identify the length of stay and admission trends which governors felt would be very helpful.</p> <p><u>Attendance</u></p> <p>Learning and Standards had considered the low attendance levels and had discussed in detail measures in place to improve attendance. On questioning, BT believed these were having a positive impact for some pupils. Governors discussed how they could monitor attendance effectively. They recognised the challenges with pupils being dual registered so therefore marked as zero attendance at WSAPC. They agreed it was urgent to get some accurate metrics in place though baselining was complicated for WSAPC. BT had suggested using the first four weeks as a starting point for attendance levels but HE noted that this could often be a honeymoon period for pupils with their attendance then reducing. Governors discussed the work carried out by the attendance officers and CG reported on how teachers supported families and SJ explained the rewards system in place. It had been agreed that DT/BT and TY would study attendance closely and once the data was in place governors were asked to visit centres to see how attendance levels were. Despite the low percentages, they were confident staff were able to tell the stories behind each pupils' attendance issues and strong evidence could be given to Ofsted inspectors.</p> <p><u>To note</u></p> <p>RA asked that Chalkhill figures were included in the Headteacher's report. To be actioned.</p> <p>Governors noted the behaviour data and recognised that though the pupil cohorts changed regularly the impact on staff remained so comparison data was important.</p> <p>Governors agreed that they should receive the headteacher's report two weeks prior to each FGB and submit written questions prior to the meeting.</p>	<p>BT 8/5/19</p> <p>DT/BT/TY 21/5/19 All 10/7/19</p> <p>DT 3/7/19</p> <p>DT 20/7/19</p>
10)	<p>Budget Setting</p> <p>SJC confirmed she expected the carry forward to be approximately 2/3% of the current budget. Governors were pleased to see they were within budget due to the reduction in spending carried out. One off funding for enriching the curriculum would be available next year but governors appreciated funding would be very tight going forward.</p>	
11)	<p>Approval of Statement of Internal Control and School Financial Value Standards (SFVS)</p> <p>TY to submit with SJC and to report at Resources.</p>	
12)	<p>Questions on Committee minutes</p> <p>a) <u>Chalkhill</u></p> <p>i. <i>Approve terms of reference (attached)</i></p> <p>The terms of reference were approved.</p> <p>b) <u>Learning and Standards</u></p> <p>Nothing to add to the minutes.</p> <p>c) <u>Resources</u></p> <p>i. <i>Confirmation Headteacher performance management took place</i></p> <p>ii. <i>Progress on leadership structure review</i></p> <p>Governors asked to see the staff structure – BT to add to sharepoint.</p> <p>iii. <i>Update on status of Chichester Branch</i></p> <p>HE updated governors and confirmed WSCC had opposed the proposal to close the centre. A member of the SLT would be at the centre every day alongside the supply teacher to meet safeguarding requirements. Long term plans for the centre would be considered during the summer term.</p>	<p>BT 4/4/19</p>
13)	<p>Governor Visit Reports (forms attached to be read prior to meeting and any questions)</p> <p>Forms distributed from LI (Burgess Hill) and RA (Chalkhill).</p>	
14)	<p>Health & Safety/ Safeguarding</p>	

	Reported in the headteacher's report.	
15) Policies	Confirmation governor approval only required for Statutory policies.	
16) Key Themes of Meeting/Impact on pupils	Focus on staff wellbeing and measures in place to make improvements. Request for paper on length of stay and admissions trends. Attendance data closely monitored to enable governors to see trends in each centre.	
17) AOB	ND asked for governors' thanks to be passed onto James Walters for his positive input at Littlehampton and the excellent environment.	
18) Dates of next meetings	The next FGB was moved from 15/5/ to Tuesday, 21 st May at 3pm at Lancing. (Updated schedule attached).	

SIGNED.....*Tim Yates*..... DATE.....21/5/19.....

ACTION GRID MARCH 2019		
4	Governors invited to attend wellbeing group and circle of adult meetings.	All
5	Complete SFVS and Statement of internal control.	TY/SJC
6a	Section 128 completions for LW/TY/RA	LW/TY/RA
6b	Review virtual attendance policy when IT improvements in place.	LR (Sept 19)
6c	Photos for website required from TY, CG, EB, RA Biogs required for VI, LI	TY/CG/EB/RA VI/LI
6d	Governors asked to complete safeguarding training through Educare. Link sent to governors.	All
8a	Written clarification of status of conversion to management committee. Ensure WSAPC referred to correctly WSCC website under FAQs.	ND DT
9	Paper on length of stay and admissions trend to Resources	BT/Resources
9	Study attendance data and once clear idea of attendance governors to monitor at centres.	DT/BT/TY All
9	Chalkhill data to be included in headteacher's report.	DT
9	Headteacher's report to be circulated two weeks ahead of FGB. (Reports sent to 2 nd meeting of each term.) Governors to submit questions in writing prior to the meeting.	DT
12cii	Staffing structure to governors.	BT