WSAPC Full Governing Body Meeting

Monday, 21st September 2015

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 (SCr), Jackie Shepheard (JS), Maggi Bruce (MB), Cathy Meyer (CM), Doug Thomas (DT), Lisa Guiel (LG), Chris Woodcock (CW)**

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

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

MINUTES

1. **Welcome and Apologies**

Governors were welcomed to the first meeting of the term and Chris Woodcock was welcomed onto the governing body.

Apologies were received and accepted from Siobhan Denning, Anita Potter, Candida Reece, Kelly Wilson, Nick Dowling, Jayne Wilson and Ann Nixon. Cathy Meyer and Jackie Shepeard had sent apologies for arriving late and governors agreed to start the meeting, postponing any decisions/votes until the meeting was quorate.

1. **Declaration of Pecuniary/Business Interests and publication of governors’ details**

Governors present returned their signed declaration of interests. LR noted the new regulations for governor details on the website. Governors understood any interests declared would be included on the website as well as their percentage attendance at the previous year’s meetings. LR explained that details of any recently resigned governors had to remain on the website for one year. LR to forward all information to Rebecca Newey.

1. **Election of Chairman**

VI was proposed and seconded as chairman for a further year. VI highlighted the governing body’s commitment to provide sustainable quality education but noted her concerns with the current structure. She explained that with her heavy workload she could only agree to undertake the chairmanship again if WSAPC was able to progress in a focused direction operating as a school.

CW, as a member of the Alternative Provision Working Group set out his understanding of the current situation and JS/CW noted the differing requirements across key stages in Area A and B.

SCr believed that the very fact VI was raising these concerns made her the right person to chair the FGB with her understanding of the key issues at stake. SCr noted that the GB had ensured all aspects of the day to day running of WSAPC were now in place and WSAPC had been accredited by Ofsted. The next stage was to ensure schools and WSAPC worked closely together to offer young people the very best provision.

Governors appreciated VI’s time constraints and offered her their full support. On this proviso, VI agreed to be considered and left the room. The vote to reappoint VI was unanimous and on returning to the room, governors thanked her for her continuing dedication to the young people of WSAPC.

1. **Election of Vice Chairman (please send nominations to LR by 4pm 18/9/15)**

SCr was proposed and seconded as vice chairman. On leaving the room, the vote taken to appoint SCR as vice chairman was unanimous. Governors then thanked SCr for her support for VI and the amount of work she carried out for WSAPC.

1. **Governance:**
2. The NGA 2015 Framework for Governance

Governors had received and read the new NGA framework.

1. Code of Practice

Governors had read the code of practice and returned their signed forms.

1. Record resignation of Jayne Wilson and possible appointment as associate member

VI/SCr understood Jayne Wilson would continue to act as LA governor until February/March. They noted her vital expertise and felt it would be worth exploring setting up a telelink to meetings to continue to benefit from JW’s contribution. LR to contact JW and put together a telelink policy for consideration.

1. Confirmation of Committee membership & Centre allocations

The committee structure was agreed and to strengthen numbers on the resources committee, VI moved across. With CW’s expertise in data/student progress, he volunteered to sit on the Learning and Standards committee. To maximise attendance at Resources, it was agreed to move the location to Lancing following the next meeting which would remain as Wednesday, 30th September, 2pm at Burgess Hill.

CW commented that currently there was no governor with individual focus on pupil premium. This had been the case because the impact of pupil premium was reported through Learning and Standards but it was agreed to consider allocating an individual governor at the next L&S meeting. An update from the Inclusion & Senco team on EHCPs was requested for the next L&S meeting.

Governors thanked CW for monitoring SEN provision and felt his mainstream perspective would be beneficial.

On discussing Centre allocations, governors felt it would be sensible for Kelly Wilson and Anita Potter to take on the role of health and safety governors rather than an individual centre. VI to suggest. LR to ask Ann Nixon to take on Chalkhill/Beechfield and Littlehampton.

1. Approve Committee Terms of Reference

To be approved at committees.

1. Confirmation of Governance Support Officer at WSCC: Jackie Gatenby

[jackie.gatenby@westsussex.gov.uk](mailto:jackie.gatenby@westsussex.gov.uk). 03302224080

1. WSGFL & Governor logins

To receive a WSFGL login governors were asked to contact Ian Morley. [imorley@wsgfl.org.uk](mailto:imorley@wsgfl.org.uk)

VI had access rights to the dropbox.

1. Subscription to The Key

Governors recognised the benefits and gave the go-ahead to purchase the subscription on the understanding it was between £500 and £600. LR to ask SH.

1. **Approval of minutes of last meeting 29th June 2015**

The minutes were signed and approved as a true record.

1. **Matters arising/Action Grid**
2. SEN Governor

Governors suggested approaching Hilary Thomas.

1. Staffing Structure

It had been agreed to postpone reviewing the staffing structure whilst the review of WSAPC was underway.

1. Academy Status

VI/SCr/JW had met over the summer to progress the options. Nick Dowling had agreed to look at possible sponsors when appropriate.

1. **Chairman’s action**

None.

1. **Co-Heads’ Review of Pupil Achievement**

Governors had received the data summary and noted the excellent evidence now being recorded. They congratulated the school on the consistent improvement in English and asked what measures were in place to facilitate improvements for Maths. SCa reported on the action plan and the three new members of staff. Governors asked that the L&S committee monitored the impact at their spring meeting. Science results had improved and new staff recruited so further improvements were expected.

Governors appreciated the challenges of interpreting data when pupils were on roll for such a short time. They studied the data for vulnerable groups and progress by key stage. They understood the support from Olive Education continued to be valuable and that teachers were responding to the Ofsted framework changes. SCa reported on the number of Learning Walks and how these were backed up with CPD opportunities.

Attendance continued to be a significant issue. Governors noted the strategies and new initiatives being looked at across the Centres to make improvements.

SCa/DT discussed the challenges of securing destination data for all pupils and reported that 2.52% were at definite risk of being NEET but not all parents had confirmed destinations with WSAPC, or had declined to respond to requests for information.

Governors commented on the success of the Inclusion team and of MB’s outreach work. *An amended version of the data summary is attached to the minutes to clarify the Outreach data.* Governors thanked the school for the very helpful and trackable data.

1. **Discussion of Quality Improvement Plan (QIP)**

DT/SCa reported on the three key areas for development:

* Attainment
* Attendance
* Curriculum development

Governors discussed each strand and the activities in place. They appreciated each Centre would tailor the QIP to suit their settings and recommended putting in place a summary QIP for ease of reference. SCa confirmed the QIP would underpin the appraisal process and governor were encouraged to visit their allocated Centres with the QIP in mind. Governors asked for a summary of the new Ofsted framework to be distributed with the minutes.

1. **Discussion on Academy Options and Focus for WSAPC**

At the previous meeting, governors had agreed a proactive approach was necessary and that research for academy status should be their next step. VI shared her latest thoughts with governors following the proposals set out by Chris Taylor along with her initial queries which were shared by governors. Governors noted the impact of working directly with schools to maximise what was on offer and that the current model with the frequent short term changes made by WSCC could not work. After a detailed discussion, governors were adamant they needed long term plans in place and recommended a direct approach to the Chief Executive (Avril Wilson). They would clarify that WSAPC is a school with its own governing body who are considering Academy status with the aim of marketing themselves to eligible pupils and ask for WSCC’s reaction.

VI/SCr agreed to meet prior to the Resources meeting and would call on Jayne Wilson for support to discuss the next steps. Governors discussed the different type of Academies, the importance of having secure funding in place and that WSACP needed to work with someone who totally understood the type of provision offered.

1. **Policies**
2. Health and Safety

After ensuring the policy met current regulations, it was approved and signed.

1. **Agenda for next meeting**
2. Review of Governance

SCr would distribute papers and asked governors to take the time to respond to them before the next meeting.

1. Academy Status

Update.

1. **AOB**

None.

1. **Dates of next meetings**

**Resources: Wednesday, 30th September at 2pm, Burgess Hill**

**Chalkhill and Beechfield: Thursday, 8th October at 2pm, Chalkhill**

**Learning and Standards: Monday, 12th October at 4pm, Lancing**

**FGB: Monday, 23rd November 2015 at 3pm, Lancing**

**ACTION GRID**

**SEPTEMBER 2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute**  **no** | **Item** | **Action** | **Action by** | **Status** |
| 2 | Website | LR to compile information needed for website and forward to Rebecca Newey | LR | Done |
| 5iii | Jayne Wilson | LR to check JW happy to remain in post until February and to organise telelink policy. | LR | Done |
| 5iv | Pupil premium  Centre allocations | L& S to consider whether there should be a named governor.  Update from SENCO/Inclusion teams on ECHPs at L&S meeting.  KW/AP to be asked to monitor health and safety in all Centres.  LR to ask AN to monitor Chalkhill/Beechfield and Littlehampton. | Agenda 8/10/15  Agenda 8/10/15  VI/KW/AP  LR/AN | Done  Reported in L&S minutes  AN agreed. |
| 5v | Terms of reference | To be approved at committees | Agenda | Done |
| 5viii | The Key | LR to ask SH to go ahead with Governor subscription to The Key | LR/SH | Actioned. |
| 9 | Pupil Data | L&S to monitor impact of Maths and Science action plans at Spring meeting. | Agenda Spring | Agenda spring |
| 10 | QIP | Draft summary of QIP.  Governors to refer to QIP on Centre visits.  New Ofsted framework distributed with minutes. | SCa/DT  All.  LR | Done |
| 11 | WSAPC Direction | VI/SCr/JW to meet to discuss action for WSAPC and approach to Chief Executive. | VI/SCr/JW | Done |
| 13 | Review of Governance | SCr to send papers prior to the next meeting for all governors to complete. | SCr/All | Done & agenda |

SIGNED…………Vicki Illingworth……………..DATE……………23rd November 2015…………