WSAPC Full Governing Body Meeting

Monday, 27th March 2017

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 (SCC), Maggi Bruce (MB), Cathy Meyer (CM), Bob Smytherman (BS), Doug Thomas (DT), Lisa Guiel (LG), Nick Dowling (ND), Mike Garlick (MG)**

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

**Also present: Sam Channon (SJC), School Business Manager**

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

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| **MINUTES** | | | |
|  | **Welcome and Apologies**  Apologies were received and accepted from Jackie Shepheard and Candy Reece. Chris Woodcock did not attend the meeting.  Mike Garlick was welcomed onto the governing body and introductions were carried out. |  |
|  | **Declaration of Interests**  Noted on signing in sheet. (BS and SMC) |  |
|  | **Governor & Associate Governor Resignations**  Kelly Wilson had resigned following the last meeting leaving 2 parent vacancies and 1 LA vacancy. The deadline for the parent nomination had closed but CM knew of a parent who was interested. CM to contact and copy LR and ND into the correspondence. LR reported that no candidate had been put forward for the LA vacancy and that it had been put on hold during Academy discussions. Governors asked LR to approach WSCC again.  SCC reported on the two associate members of the Beechfield and Chalkhill committee, Graeme Cornell and Clive Mills, who had recently resigned. SMC/SCC to discuss possible candidates for co-opting. It was also agreed another member from the governing body should sit on the committee. LR to check whether BS’ role on the Corporate Parenting Panel would bar him from membership. | CR/ND/LR  3/4/17  LR 3/4/17  SMC/SCC  11/5/17  LR 31/3/17 |
|  | **Approval of minutes of last meetings: 23rd November, 2016, 15th February & 13th March 2017**  The three sets of minutes were each approved and signed as a true record. |  |
|  | **Matters arising/Action Grid**   1. CLA/Linked pupils   Jon Philpott had not responded to the request for clarification on linked roll pupils. SMC/DT had raised their concern with Deborah Myers who had confirmed she was expecting Releasing Potential to be registered as a school. Governors were extremely concerned about the situation and suggested DT/SMC arranged a meeting with Mike King (head of Releasing Potential) on neutral ground and asked him to bring along his SLA with WSCC. BS offered to ask for clarification of the issue through the LA and DT/SMC would go back to Jon Philpott requesting an urgent response.   1. Governors Development Day   To ensure a date was put in the diary, DT/SMC to suggest a date and governors to confirm their attendance.   1. The Key & governor log ins   SJC confirmed log ins were available to governors and she would follow up and  Make sure governors had their own. | DT/SMC 7/4/17  BS/DT/SMC 7/4/17  DT/SMC 7/4/17  SJC 3/4/17 |
|  | **Chairman’s action and notice of AOB**   1. Academy Status   ND asked how academy status would be kept live whilst the WSAPC preferred sponsor was unavailable and SCC commented on the impact a deficit budget would have. VI agreed to contact Olive Education and DT would receive an informed update from them for the next FGB. The standing agenda item would be Strategic Focus. | FGB 27/6/17 |
|  | **Questions on Minutes**  Resources (ND)  *Approval of SFVS (Schools Financial Value Standards)*  ND to go through with SJC prior to the 31/17 deadline.  *Health and Safety*  SJC confirmed they were on target to submit the self-assessment audit and it would be an item on the next Resources agenda.  Learning and Standards (CW)  As per the minutes.  Chalkhill and Beechfield (SCC)  *Beechfield*  SMC reported on the routine drop in by Ofsted that day. SMC had been at Beechfield and confirmed the Inspector was talking to Lance Miles and viewing the buildings. SMC confirmed there were concerns about the number of health care staff recruited and reported on ongoing care staff issues. SMC did note that the education staff were completing a training programme and were kept active working across WSAPC and with former Beechfield residents.  SMC had expected to meet Miriam Hill at Beechfield but she had cancelled due to health issues. SMC/DT hoped she would be fit to see them at their planned meeting at the end of the week.  *Chalkhill*  SCC highlighted the increasing complexities of the young people at Chalkhill. She had completed a work scrutiny visit and noted the excellent work the education staff were doing. SMC commented on the issues in recruiting nursing staff and governors checked that in view of the challenges at Chalkhill, did staff have sufficient training? SMC confirmed that the education staff were experts in their field and the strong education team was extremely valuable in the centre. | ND/SJC 31/3/17  Resources  17/5/17 |
|  | **Co-Heads report**  Governors thanked DT and SMC for their detailed report. SMC confirmed the major focus had been on the consultation and she noted the representations received to date. The Unions had been involved in the process and at this stage staff had not contacted the headteachers.  Governors discussed the tight deadlines for the consultation and felt a working group needed to meet during the Easter holiday to consider the responses. Date set for 18/4/17 at 10am. VI/ND/SJC/SMC/DT to attend.  A full governing body to approve the recommendations following the consultation was set for Tuesday, 9th May at 4pm at Burgess Hill. Remote access would be provided for governors unable to attend.  Chichester  Governors asked for an update on the situation at Chichester. DT confirmed he had that day carried out a work scrutiny at the centre with Nina Thair and Ruth McDonald. He informed governors that the primary section was secure but there were still areas requiring improvement in secondary. On careful questioning by governors, he did not feel the centre needed to be closed immediately but he suggested careful monitoring took place over the next two weeks, and if there were no improvements the centre would be closed for a short term. Governors clarified that safeguarding was up to standard and that Ruth McDonald was overarching head and that the person on supply to lead the centre was working well and was available to stay in post for the summer. DT reported on the problems with staff absenteeism and the work being done on behaviour. Governors asked if there was capacity in other centres to support Chichester and how much time DT was able to give. SJC alerted governors that consultation might be needed to move staff between centres, the cost implications of closing the centre in the short term and whether it was appropriate to leave the primary section there alone.  MB reported on the feedback she had received from pupils attending Chichester and governors particularly noted the importance of ensuring the year 11 pupils were given the very best opportunities. They asked DT to share the strategy he planned to put in place the next day and asked for close liaison between them. Should there be any doubt that improvements were not being made, the centre would be closed.  Relationship with WSCC  SMC highlighted the proposed dotted line chain of command from the Deborah Myers (Director of Education and Skills through to the head of WSAPC and the Virtual School Head. ND reported on his conversation with Deborah Myers at the Education and Skills Forum and governors once again stressed WSAPC’s status as a school with a governing body. BS understood the response to the advert for the head of virtual schools had been strong.  Reintegration  MG asked how many students on roll were ready to be reintegrated and SMC explained the difficulty in primary with pupils waiting for special school places and that in secondary procedures were in place to avoid managed moves though WSCC had used them. MG had sat on the Task and Finish Group and believed reintegration had to be the solution. Governors discussed the role of headteachers in supporting reintegration. CM stressed that WSAPC could not cater for long term students though she felt some flexibility was needed in the 30/60 day placements. MG noted the issues WSAPC faced and understood why WSAPC saw Academisation as a suitable step.  BS suggested drafting a letter raising WSAPC’s concerns, ready for delivery to the new cabinet member of education by his/her appointment at the beginning of May.  Juno Project  CM reported on the positive impact the programme was having on a small group of year 11 girls and the aspiration to grow the project.  Pupil Progress  Following Sue Child’s visit, governors asked how pupil progress was being recorded. SMC confirmed that all pupils had been re-baselined, a robust work scrutiny had been implemented and the marking policy had been effectively reviewed. CM commented on the challenges for staff to demonstrate such accelerated progress but that the new initiatives were starting to have an impact. MG asked what support was in place for assessment without levels and SMC reported on the work done by the curriculum co-ordinator, Nina Thair, on the flight path system which the learning and standards committee had discussed.  Safeguarding  Governors were pleased to learn that the CPOMS programme now seemed to be working effectively so centralised safeguarding recording was now possible. As link governor for safeguarding, VI checked the single central record after the meeting. | VI/ND/SJC/SMC/  18/4/17  SJC 9/5/17  FGB 9/5/17  DT 28/3/17 & ongoing monitoring ALL  BS/SMC/DT  1/5/17  VI 27/3/17 |
|  | **Report on Budget Planning and Staff Response**  SJC had completed the close down and once final figures were in she would meet with ND to confirm the financial position. Governors asked for the updated budget to be circulated with the minutes. | Attached |
|  | **Outdoor Education Residential and Training approval**  Governors had received the paperwork and after careful discussion did not give approval. They recognised the benefit of the residential and felt it should be an aspiration for future years. |  |
|  | **Report on Performance Management of Co-Head Teachers (JS)**  The performance management had been undertaken with targets set. ND to liaise with Jackie Shepheard to set a date for the mid-year review. |  |
|  | **Safeguarding & Health & Safety Update**   1. Safeguarding & Prevent   Included in HT report. Governors asked for a one sided report to future meetings detailing number, reasons for referrals and outcomes.   1. Health & Safety   The last audit had identified areas for improvement. Governors asked what had been done to address the recommendations and how CPD had been targeted. Agenda at next resources. | Agenda 23/6/17  Resources  17/5/17 |
|  | **Report on Website Audit (BS)**  BS had checked the website and was satisfied all statutory items were there. SJC confirmed regular audits were carried out to check it and that Sue Childs had reviewed it during her visit. |  |
|  | **Governor Visits**  SCC had visited Chalkhill and would write up a report.  MG would contact SMC and DT to arrange visits to all centres to familiarise himself with them all. | SCC 11/5/17  MG 17/5/17 |
|  | **Agenda for next meeting**  Resources – all governors asked to attend. Agenda: outcomes of consultation. 2017/18 budget for approval. |  |
|  | **Dates of next meetings**  Working Group (VI/ND/SJC/SMC/DT) Tuesday, 18th April, 10am  FGB, Tuesday, 9th May at 4pm, Burgess Hill (Remote access available)  Chalkhill & Beechfield: Thursday, 11th May, 2pm, Beechfield  Resources (all governors asked to attend): Wednesday, 17th May, 3pm, Lancing  Learning & Standards, Monday, 22nd May, 4pm, Lancing  FGB, Tuesday, 27th June, 3pm, Lancing |  |

**SIGNED……Vicki Illingworth………. DATE…………**3rd July 2017**…………..**