WSAPC Full Governing Body Meeting

Wednesday, 19th November 2014

Venue: **WSAPC LANCING,** Freshbrook Centre, Grinstead Lane, Lancing, West Sussex BN15 9FL  
Tel: 01903 270460  
3pm - 5pm

**FGB present: Vicki Illingworth - chairman (VI), Mary Fry (MF), Stevie Crowther (SCr), Jackie Shepheard (JS), Hilary Riddell (HR), Jayne Wilson (JW), Caroline Barlow (CB), Siobhan Denning (SD), Cathy Meyer (CM), Bob Smytherman (BS), Doug Thomas (DT), Anita Potter (AP), Lisa Guiel (LG)**

**Co-Head: Sheila Carroll (SCa)**

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

MINUTES

1. **Welcome and Apologies (VI)**

The governors welcomed Lisa Guiel to her first meeting.

1. **Declaration of Interests**

All outstanding forms were received. No interests were declared in the agenda.

1. **Update on Governor Membership**

There were two co-opted governor vacancies and one parent vacancy. LR and JW had contacted Chris Luckin, chairman of the Primary Exec with no result. The governors asked LR to contact the Secretary and if there was still no response, DT was asked to liaise with Julian Rose at West Chiltington. On reflection, governors felt it would be beneficial to have a SENCO from mainstream and asked VI to see if there was an interested representative at the Forum Meeting she was attending.

LR confirmed a parent election was currently taking place. BS commented on how positive it was to have two candidates and recommended the appointed governor underwent an induction process and that the unsuccessful candidate was involved in the governing body wherever possible.

1. **Approval of minutes of last meeting, 10th September, 2014 (VI)**

The minutes were approved (amendment to action grid, 13 – Sca/DT) and signed as a true record.

1. **Matters arising/Action Grid (VI)**
2. Website

BS had reviewed the website. He commented that it was not very user friendly from some phones and SD explained this was currently an issue for all schools. He also noted the importance of interacting with social media. After a careful discussion, governors agreed on the benefits of having a Twitter feed but highlighted the importance of having a named staff member to frequently monitor and keep it up to date. SCa/DT confirmed they were working on possibilities around Twitter and governors asked for a report on the feasibility and costs at the next Resources meeting.

AP had viewed the website from a parent perspective and governors thanked her for pointing out there were currently no term dates and key events listed. Governors felt this was a valuable insight and SCa confirmed it was in hand and thanked AP for her input.

CB asked for confirmation that all statutory documents were uploaded onto the website and SCa/DT confirmed they had received the information from Nick Gibb and were ensuring the relevant up-to-date documents were uploaded.

1. Leadership & Governance Article

SCr to begin drafting a possible article and to liaise with VI by email.

1. Exclusion Data

After a discussion on exactly what was required, governors asked LR to request exclusion data from Pauline Constable by area and then broken down into keystage twice yearly. Mid year data to March FGB meeting.

1. Buildings

DT updated governors and confirmed the area A primary branch class was on schedule to open in January. DT was asked to update the January Resources meeting on buildings.

1. **Questions on Minutes**
2. Resources (MF)
3. *Tablets*

MF had met with Steph Hill and VI had then taken chair’s action to approve the tablet purchase. SCa reported that, to date, two quotes had been obtained. The preferred option was from JSPC which was £1,000 more expensive but which had included extra support and security tracking. The FGB approved using JSPC on the understanding the third quote did not include these extras and was not significantly lower than £27,973.

The governors continued to note the importance of ensuring the tablets were rolled out effectively and asked that the Learning and Standards committee had an agenda item to review the implementation plan, CPD and best practice and the e-safety strategy.

1. *Transport*

BS asked for an update on transport. DT reported that WSCC had raised giving APC ownership of their transport budget and discussions were currently taking place. The governors noted the issues with infrastructure, resources and child protection and DT confirmed a Working Party to consider options was in the process of being set up by WSCC. The governors asked to see Terms of Reference for this group as soon as they were available.

MF confirmed she now met with Steph Hill a fortnight in advance of each Resources meeting.

1. Learning and Standards (JW)

Governors thanked SD for raising pupil placement and were pleased that it had been agreed with the Panels that a designated exit school should be determined on placement.

1. Chalkhill and Beechfield (SCr)

The governors asked that their thanks was sent to all staff for the excellent work they were carrying out and for managing the number of Ofsted visits so well.

SCr highlighted the challenges faced by staff and the record set with one pupil on role for one lesson at Chalkhill.

Govenors were pleased to learn that Derrick Foster, head at Beechfield and John Bunce, head at Chalkhill were presenting to them at the March meeting.

1. **Chairman’s action (VI)**
2. Tablets purchase

Approval given.

1. Curriculum Co-ordinator

Following the recommendation from Olive Education, DT confirmed they were recruiting externally for the post. The governors recognised the value of having someone in post and asked that the role was an agenda item at both Resources and Learning and Standards in the Spring term.

1. **Update on Policies and Policy List**

SCa distributed the most up to date policy list. It was agreed to put a rolling approval plan in place starting with the statutory policies and LR would bring two policies to each meeting.

The governors asked that the non-statutory policy list was as clear as possible and that where appropriate procedures replaced policies.

VI agreed to include going through the checklist for the managing medicines policy at her next meeting with SCa and DT.

Governors had received two policies to review at the meeting.

1. Child Protection

The governors recommended that the policy was split from the procedure. They asked that the weblinks were corrected.

CB asked for assurance that recording and reporting was covered elsewhere and CM noted the new guidance on radicalisation.

Policy approved.

1. Freedom of Information

On asking for clarification on how the policy related to APC staff, governors recommended a sentence at the beginning to explain that following an information request, APC contact WSCC and follow the West Sussex procedure.

Policy approved.

1. **Co-Heads Report to include pupil premium and CLA (SCa/DT)**

DT gave his report verbally to governors. (Attached with minutes.)

MF and VI confirmed they were attending the SEN training sessions and governors were keen to increase their awareness. They understood staff were happy to present to governors and asked for a presentation on Inclusion and how APC has adapted to the new SEN code prior to their next meeting, 2.30 to 3pm on Wednesday, 11th March.

Governors asked what the impact of Olive Edcuation had been. DT confirmed the value of their direction and support to APC and CM commented on the programme in place for heads of centre which was proving to be very effective. Governors were pleased to hear the positive reports and noted that Olive Education had been able to adjust their support to meet APC’s requirements.

CLA and Pupil Premium

SCa distributed the report and governors studied the progress/achievement of CLA students and specific interventions in place for pupil premium. The governors discussed the necessary improvements still to be made in data and the historical issues over recording progress. The governors did note that, with the recruitment of a data manager, progress could now be measured effectively. On questioning, SCa confirmed there was currently no national data on APC comparisons available.

SCa/CM clarfiied that there were some CLA pupils from outside WSCC and that funding depended on the Authority involved.

1. **Update on SLAs**

SCr reported on the amendments made at the Chalkhill and Beechfield meeting and that the committee had finally felt able to approve the documents on the understanding there was a robust review process in place. SCa had sent the documents to WSCC and they were seeking approval from the Sussex Partnership NHS Foundation Trust for Chalkhill.

Governors passed on their thanks to SCa for her perseverance and for ensuring the SLAs had reached this stage.

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

Governors commented on the easy reading style and thanked VI for her contribution. JW confirmed the Learning and Standards had all key areas on their agendas including pupil premium.

1. **Annual Safeguarding Report to Governors (attached)**

The governors approved the report for submission to the relevant person at WSCC. It was noted Rosemary Terry had retired and SCa would clarify who her replacement was.

It was agreed the policies should be cross referenced with the APC policy list and that heads of centre should have safer recruitment training.

1. **Report on Governor Visits**

Governor visit forms had been completed and distributed from:

Jackie Shepheard, multiagency meeting, North Mundham

Mary Fry, business manager re tablets

Mary Fry, Crawley

Stevie Crowther, Beechfield

SCr was attending the food awareness course at Crawley on Wednesday, 26th November from 9-11am.

VI checked that evidence/photos of governor visits were being recorded for publicizing on the website/newsletters.

1. **Link Governor & Governor Training**

* Safer Recruitment & Roles and Responsibilities Training

HR was happy to run safer recruitment training for governors and heads of centre. DT/SCa to find a suitable date and confirm a location.

CM noted training on radicalisation and exploitation policy was taking place on 15th January from 3pm to 5.30pm and invited interested governors to attend.

1. **Agenda for next meeting**

* Transport, to be part of the Co-Headteachers’ report
* SENCO and Inclusion presentation held prior to the meeting.

1. **Date of next meeting**

**FGB: Wednesday, 11th March, 2.30pm, Presentation followed by 3pm Meeting, Lancing**

*The Resources meeting to focus on the budget was set for Wednesday, 13th May at 2pm and all governors invited to attend.*

ACTION GRID - NOVEMBER 2014

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute**  **no** | **Item** | **Action** | **Action by** | **Status** |
| 3 | Co-opted  governors | LR to contact Primary Executive secretary, if  No success, DT to contact Julian Rose.  VI to ask at SENCO Forum meeting.  FGB to work on involving both parent  candidates in FGB. | LR  VI  All | Candy Reece |
| 5i | Twitter | Feasibility & costs, agenda at next Recourses | Agenda | Actioned |
| 5ii | L&G article | SCr to draft article & liaise with VI by email | SCr/VI |  |
| 5iii | Exclusion data | LR to ensure Pauline Constable sends  exclusion data twice yearly. | LR | Waiting for  data |
| 5iv | Buildings | DT to report on buildings at next Resources | DT | Actioned |
| 6ia | Roll out of tablets | L&S to review implementation plan, CPD & e-  Safety at next meeting | Agenda | Actioned |
| 6iib | Transport | Information of details of Working Group to governors when available. | DT |  |
| 7ii | Curriculum co-  Ordinator | Role to be reviewed at next Resources & L&S | Agenda | Invited to  next L& S |
| 8 | Policies  Medicines checklist | Rolling review programme in place.  VI to review with SCa/DT | Agendas  Next meeting | Training under-taken |
| 9 | SENCO/Inclusion | Presentation immediately prior to next FGB  Meeting. | Agenda | Agenda |
| 14 | Training  Radicalisation | DT/SCa to find suitable date & venue for HR to run training for governors & relevant staff.  Governors invited to radicalisation &  exploitation training on 15th January, 3-5.30pm. | DT/SCr  All |  |