

**FGB present: Bob Smytherman (BS), Doug Thomas (DT), Nick Dowling (ND), Shaun Jarvis (SJ), Richard Anderson (RA), Tim Yates (TY), Liz Warne (LW), Fi Young (FY), Lawrence Caughlin (LC)**  
**Associate Members: Sam Channon (SJC), School Business Manager, Helen Ellis (HE), Ben Thomas (BT)**  
**Clerk to the Governing Body: Louisa Rydon (LR)**

MINUTES	
<b>1)</b>	<p><b>Welcome and Apologies</b> Governors welcomed Lawrence Caughlin onto the board of governors and introductions were carried out. Apologies were received from Lucy Ivankovic and Caroline Matthews.</p>
<b>2)</b>	<p><b>Declaration of interests</b> BC: WSCC councillor</p>
<b>3)</b>	<p><b>Chairman's Action and notice of AOB</b> None to report</p>
<b>4)</b>	<p><b>Governor Strategy (discussed after all other agenda items) See Confidential part II minute</b></p>
<b>5)</b>	<p><b>Anything to note on CAP, health and safety, safeguarding, premises, staff</b> Governors received an update on the headteacher's report, autumn 1.</p> <p style="padding-left: 20px;">a) <u>Admissions</u> FY asked that the data included which school pupils had come from and why. BT was working with WSCC on getting the information to include in the report. On questioning, HE confirmed the Inclusions Team worked closely with WSCC to identify schools with more problems and that the Authority, at this point, decided which schools the Inclusion team worked with. She was pleased to note the excellent relationship with the Fair Access Team and the work they were able to carry out with Academies.</p> <p style="padding-left: 20px;">b) <u>Attendance</u> BT felt confident the right steps were being taken to improve attendance levels and governors had discussed the rewards systems and steps to make the curriculum more attractive. SJ felt the mood amongst pupils at Burgess Hill was very positive to demonstrate the improvements they had made and that student led initiatives were being encouraged. All governors agreed motivation was vital to prepare pupils for reintegration which would avoid the slow downward spiral towards permanent exclusion. Governors were reminded to ask about attendance during their centre visits. Governors asked about termly comparison attendance data but HE cautioned on using such data with the very changeable cohorts. BT confirmed the next national data was released in January 2020 and he would do another comparison then.</p> <p style="padding-left: 20px;">c) <u>FTE/Behaviour</u> Governors continued to be concerned about the high levels of behaviour incidents within WSAPC and impact on staff. They appreciated the interventions taking place and the focus on staff wellbeing. They asked that incidences were broken down by the number of pupils to give them an understanding of the scale. DT reported on students who were unsafe to be in college and the efforts staff were making to meet them in the community. Governors sought reassurance that staff and the general public were safe in these environments and asked that there was written evidence of these meeting and risk assessments were put in place. Governors were concerned that the system to not criminalise young people was having a negative effect and the lack of sanctions had led to an increase in the number of students displaying aggressive and violent behaviour.</p>

BT  
23/3/19

All  
23/3/19

BT  
23/3/19

BT  
23/3/19

DT/SJ  
23/3/19

	<p>d) <u>Safeguarding</u> HE reported on three ongoing LADO referrals. She confirmed CPOMs was working effectively and WSAPC were fully compliant with the recent NSPCC safeguarding audit. Governors understood their vital training was available through Educare and HE volunteered to run a face to face session as an alternative for governors. LR to set most suitable date from 3-5pm in the Spring term.</p> <p>e) <u>Health &amp; Safety</u> FT was carrying out the training and would liaise with SJC over the forthcoming WSCC inspection.</p> <p>f) <u>IT</u> Governors were pleased to learn of the planned improvements and noted the benefit for the curriculum. They appreciated how staff could use the improved digital technology to maximise learning for pupils. FY commented on the value of setting up initiatives such as a pupil run college blog site and SJC reported on the Enterprise website being developed by students. SJC believed the Microsoft Teams would be in place by September 2020 which would have a positive impact of allowing students to combine attendance with accessing the curriculum online.</p> <p>g) <u>Boxing</u> Governors were delighted to learn from SJ how engaged pupils were with the boxing programme and noted that it had a bearing on attendance on Fridays. They asked whether it was gender specific but were pleased to hear that both girls and boys attended. SJ went onto report on the hair and beauty salon pilot which was also attracting both sexes. TY asked about links to further education and SJ outlined the training trial day and work experience placements.</p> <p>h) <u>Staff</u> DT confirmed they had a good staff team but it had been challenging to fill vacancies.</p> <p>i) <u>Premises</u> SJC updated on the building works to be carried out at Littlehampton.</p>	LR 12/12/19
6)	<p><b>Approval of last FGB minutes: 21st October 2019</b> Subject to amending item 12 to: <i>RA sought confirmation from the leadership that there would be a separate report for Chalkhill</i> the minutes were approved and signed as a true record.</p>	
7)	<p><b>Matters arising/Action Grid</b></p> <p>a) <u>WSCC Plan for WSAPC</u> Governors confirmed staff had received the news of WSCC plans and DT felt it had been good to keep staff fully informed.</p> <p>b) <u>Meeting with WSCC members</u> ND had been in touch and had been promised a response after the election.</p> <p>c) <u>DBS/Section 128</u> Clare Griffin was contacting governors who did not have up-to-date information filed.</p> <p>d) <u>Inset Day</u> Governors are invited to the behaviour Inset on Friday, 10<sup>th</sup> January at Charmendean Centre, Worthing, 9am-3pm.</p> <p>e) <u>Worthing/Lancing</u> Nothing to report. Still awaiting WSCC SEND &amp; Inclusion strategy.</p> <p>f) <u>Past student – governor</u> DT had approached a past student who was open to the idea but would firstly focus on speaking to year 11s of her experience.</p>	CG 30/1/19 All 10/1/19
8)	<p><b>Anything to report on committee minutes</b></p> <p>a) <u>Chalkhill</u> <i>Approve terms of reference and discuss follow up from FGB on SLA for Chalkhill &amp; WSAPC</i> The terms of reference were approved. The FGB noted their responsibility to continue to press WSCC for an SLA for both WSAPC and for Chalkhill.</p> <p>b) <u>Resources</u> The meeting had taken place and minutes would be distributed. TY was pleased to inform governors of the balanced budget forecast for 2019/20. SJ reported on the Schools Forum. Governors were concerned about the possible reduction of WSAPC planned places and the impact on the budget. Schools Forum</p>	

	had asked for more information on the SSCs and governors understood the Inclusion pilots at Steyning and Crawley were not in place yet.	
<b>9)</b>	<b>Governor Visit Reports (forms attached to be read prior to meeting and any questions)</b> a) <u>Chalkhill</u> Received – visit report from RA for Chalkhill. Governors asked for invites to any appropriate Christmas events.	Asst Heads 6/12/19
<b>10)</b>	<b>Policies</b> None.	
<b>11)</b>	<b>Governance</b> a) <u>Governors still to arrange biog for website</u> LI/TY/CM to send short bio to LR. SC to send picture and short bio. b) <u>Any progress on parent governors</u> Paperwork for parent governor to be sent out.	LI/TY/CM /SC 20/12/19  LR/MT 10/1/19
<b>12)</b>	<b>Confirmation headteacher performance review has taken place</b> ND confirmed the performance review was underway but not concluded.	
<b>13)</b>	<b>Key Themes of Meeting/Impact on pupils</b> <b>Clear data to provide contextualised information</b> <b>Focus on attendance</b> <b>Safeguarding training organised for all governors</b> <b>Curriculum improvements attracting students</b> <b>Risk assessments and evidence for meetings held with students unsafe to attend centres</b> <b>Focus on governor strategy</b>	
<b>14)</b>	<b>Dates of next meetings</b> Thursday, 16 <sup>th</sup> January, Chalkhill Wednesday, 12 <sup>th</sup> February: Resources Wednesday, 4 <sup>th</sup> March: Learning & Standards 4pm Monday, 23 <sup>rd</sup> March: FGB 3pm  Friday, 10 <sup>th</sup> January 2020 INSET Day (Behaviour) All governors invited.	

SIGNED.....*Nick Dowling*..... DATE.....20<sup>th</sup> May 2020.....

ACTION GRID DECEMBER 2019		
5a	Admissions data – include past school and reason for WSAPC admission	BT
5b	Governors to discuss attendance during centre visits	All
5b	Run comparison attendance data with other APs	BT
5c	Put number of pupils responsible beside behaviours (FTE)	BT
5c	Write risk assessments for all staff/pupil meetings outside of school	DT/SJ
5d	Arrange doodle poll for safeguarding training	LR
7c	Section 128 for all governors	Clare Griffin
7d	Governors invited to Inset day – 10/1/19 9-3pm	All
9	Centres to invite governors to Christmas events	Assistant heads
11a	Bios (TY/LI/CM) and picture & bio (LC)	TY/LI/CM/SC
11b	Parent election paperwork	LR/MT