

WSAPC Full Governing Body Meeting

Wednesday, 20<sup>th</sup> May at 3pm on Microsoft Teams (due to covid 19)

**FGB present: Doug Thomas (DT), Nick Dowling (ND), Shaun Jarvis (SJ), Lucy Ivankovic (LI), Richard Anderson (RA), Tim Yates (TY), Liz Warne (LW), Caroline Matthews (CM), Fi Young (FY)**

**Associate Members present: 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> Apologies were received and accepted from Bob Smytherman and Lawrence Caughlin.</p>
<b>2)</b>	<p><b>Declaration of interests</b> None.</p>
<b>3)</b>	<p><b>Chairman's Action and notice of AOB</b> ND had kept up to date with the school response to covid 19 and had attended SLT meetings which were minuted and sent to governors.</p>
<b>4)</b>	<p><b>Headteacher overview of response to Covid 19, school reopening plans, safeguarding and staff wellbeing</b> DT set out the re-opening plans and WSAPC was adapting to changes in the guidance as it was received. He confirmed his communication with the Unions had been positive and they had been reassured with the safety precautions being implemented.</p> <p><u>Questions from governors</u> Q: Are there extra cleaning/deep clean measures in place? A: Yes. Cleaning guidelines were being followed with enhanced cleaning in place for open sites. DT noted that cleaning was outsourced but clear directions were given. Q: Have any staff or students suffered with covid 19? A: DT reported a pupil had been hospitalised early on though no testing had been carried out. CM believed she had had covid 19 and had been very ill at home. HE confirmed that parents who had tested positive for covid 19 had ensured their children self isolated. Q: Have you enough staff who are happy to come into school to teach? A: Yes, the staff are enthusiastic to return but those who needed to shield at home were able to do so. Q: The number of children coming in is small but above the national average. Are there any pupils to be concerned about? A: WSAPC are working closely with Social Services and WSCC to ensure the children who need to be in school are coming in, or there is regular contact. Q: Why have the number of attendees risen since 20<sup>th</sup> April? A: It was the natural start of the Summer term and more students were anxious to get back to school. Q: Are pupils social distancing effectively? A: It is a challenge and a small minority of pupils are not conforming. We are explaining and teaching why social distancing is important and making clear the measures that will be implemented for any breaches. We have also been reminding staff to be vigilant and monitor their own social distancing. CM asked that parents were made aware that it was impossible to give a 100% guarantee social distancing would always take place and governors asked DT to add a section in his letter to parents. How many pupils are you expecting from 1/6? Pupils would be given priority with vulnerable and key workers' children across all age groups continuing to come in. Reception, year 1 and 6 would be able to come in depending on parental wishes. How is online home schooling working? A: All pupils not in school had access to on line learning. A tracker and reward system had been implemented to encourage engagement. Two trials through Teams for delivering live lessons were ongoing and SJC confirmed policy decisions and a consultation with staff would be completed. Q: Have you got the data for pupil engagement with on line learning?</p>

DT  
22/5/20

	<p>A: The tracker system had only just been started but as soon as the data had been collected, BT to forward to governors.</p> <p>Q: Have you lost track of any pupils?</p> <p>A: No, not from a safeguarding perspective. The welfare team had robust procedures in place to maintain contact with pupils.</p> <p>LI confirmed as safeguarding governor, HE was keeping her up to date with developments and she had been impressed with the safeguarding practices.</p> <p>Q: What if pupils do not have the access to technology?</p> <p>A: Pupils were sent home with paperwork to do at the beginning of the lockdown and some had asked for more. Currently, for safety reasons, the completed work was not being sent back to school but they were looking into ways to track and reward these students' work. CM reported that she had one pupil who preferred working on paper and his mother then posted the work online back to the school.</p>	<p>BT 1/7/20</p>
<p><b>5)</b></p>	<p><b>End of year 2019/20 finance report</b></p> <p>The provisional close down was £70,333.16 and SJC broke down the carry forward figures. Governors recognised the positive impact of the careful three year financial planning and the ability to be responsive and flexible to deliver an enhanced provision.</p> <p><u>Questions</u></p> <p>Q: Has money been allocated to CPD?</p> <p>Yes, £30,000. SJ reported on the amount of training covered and the benefit of introducing subject leads.</p> <p>Q: Can you explain what you mean by the 'reputational challenge'?</p> <p>A: WSCC had carried out a number of AP reviews with schools but had failed to progress them. HE felt a number of schools felt it was WSAPC who were blocking any progress so it was important that the good work of WSAPC was promoted fully to schools. She believed the Inclusion team had a good reputation in schools and BT commented on the number of requests for advice WSAPC received from schools. SJ highlighted the value of having a good public relations/marketing set up and how schools revised their perception of schools when they engaged with/visited WSAPC. Partner.</p> <p>Q: Was the WSCC aspiration to stop primary exclusions still ongoing?</p> <p>A: Two pilots with schools had taken place with a fee paid by the school to WSAPC. The first had run successfully with a very personalised offer and the feed back from the school had been very positive. The second had had to stop due to covid 19 restrictions but governors noted the opportunities for WSAPC to develop packages and the impact they would have for pupils and their school.</p> <p>HE also highlighted provisions such as the boxing WSAPC had piloted which had been received well and would continue once restrictions allowed.</p>	
<p><b>6)</b></p>	<p><b>Review and approve 2020/21 budget</b></p> <p>SJC took governors through the balanced budget for 20/21 and noted the in year adjustments that would have to take place to ensure a balance budget to 2023.</p> <p><u>Questions</u></p> <p>Q: Is it right that Chalkhill salaries are 8% higher.</p> <p>A: No, it is a devolved budget and the overall ringfenced funding is 8% higher. Currently, Chalkhill is well resourced and it is important we look at ways to utilise funding further to carry out preventative work.</p> <p>SJC noted the frustration at still not having confirmation of the Chalkhill budget from WSCC despite chasing since February. Governors appreciated the difficulty of planning without confirmed figures. They did understand that the budget included funding for the support of the assistant head for a further year and that the leadership structure had been adjusted accordingly.</p> <p>Q: Will the role of assistant head change at all at Chalkhill?</p> <p>A: No, SJ will continue to work one day per week at Chalkhill line managing the centre manager.</p> <p>Q: Has the increased funding for attendance been utilised effectively?</p> <p>A: Prior to the covid 19 restrictions, attendance levels had been rising. We are in a strong position now with online and live learning practice for those who are unable to attend. The communications with James Lowton had also been positive and HE felt the very high attendance in comparison with other schools during covid 19 should be celebrated as students did not have to come in.</p>	

	<p>Q: Is there a contingency fund for the unprecedented events that are taking place as we move forward after the restrictions. We cannot anticipate returning to 'normal' and must be prepared for the impact the isolation will have had on many students.</p> <p>A: We are preparing for extra demands following the impact on pupils' mental health, safeguarding concerns and other eventualities. Pastoral leads have been implemented across all Centres. We are targeting needs so we can be responsive.</p> <p>Governors complemented SJC on the excellent and clear presentation of the budget through slides. They highlighted staff and pupil wellbeing as a priority and asked that it was constantly monitored and any concerns reported to governors. Governors believed the budget matched their strategic goals and were pleased to see the examples of the wide range of provision opportunities.</p> <p>Governors voted to approve the two budgets and unanimously approved the figures:  Devolved Chalkhill: £540,834  Delegated WSAPC: £5,805,963.11</p>	
7)	<p><b>Anything to report on committee minutes</b></p> <p>a) <u>Chalkhill</u> (16/1/20)</p> <ul style="list-style-type: none"> <li>• <u>Spring Term Chalkhill Report attached in absence of committee meeting</u></li> </ul> <p>RA thanked SJ for the detailed report and asked him to pass on governors' thanks to Jackie Clack.</p> <p>b) <u>Resources</u> (12/2/20)</p> <p>Note Approval of:</p> <ul style="list-style-type: none"> <li>• <u>Scheme of Delegation</u></li> <li>• <u>SFVS</u></li> <li>• <u>statement of internal control</u></li> <li>• <u>charging &amp; remissions</u></li> </ul> <p>On the recommendations of the resources committee, governors unanimously approved the four financial documents.</p> <p>c) <u>Learning and Standards</u> (4/3/20)</p> <p>Nothing to add to the minutes and all actions had been deferred until covid restrictions raised.</p> <p>It was agreed scheduled committee meetings could go ahead on Microsoft Teams.</p>	LR
8)	<p><b>Approval of last FGB minutes: 2<sup>nd</sup> December 2019</b></p> <p>The minutes were electronically signed and approved.</p>	
9)	<p><b>Matters arising/Action Grid</b></p> <p>Deferred to July meeting.</p>	
10)	<p><b>Policies</b></p> <p>Receive updated statutory policy list – list uploaded onto sharepoint.</p>	
11)	<p><b>Is the website compliant and up to date?</b> – deferred to July meeting.</p>	
12)	<p><b>Governance</b></p> <p>a) <u>Governors still to arrange biog for website CM, LI, TY &amp; LC</u></p> <p>Governors without a biog were asked to send LR a short paragraph as soon as possible.</p> <p>b) <u>School Emails &amp; Sharepoint Access</u></p> <p>WSCC had made it a requirement for all governors to have a school email address. SJC to put governors in touch with IT lead to support with email address and access to sharepoint.</p> <p>c) <u>Governor Training</u></p> <p>Deferred to July meeting.</p> <p>d) <u>Any progress on parent governors</u></p> <p>Deferred until covid 19 restrictions lifted.</p> <p>e) <u>Confirmation all governors have a section 128 and school email address</u></p> <p>LR to copy TY and LW into email to Clare Griffin asking for their DBS applications to be continued. LC and LI to have their DBS ported across. All governors had a Section 128 in place.</p>	<p>CM/LI/ TY &amp; LC</p> <p>SJC 1/7/20</p> <p>LR 1/7/20</p>
13)	<p><b>Plan for recommendation from committees to consider new timetable of governor meetings for effective working and governor INSET day training to be considered</b></p> <p>Deferred to July meeting.</p>	
14)	<p><b>Update and recommendation from HT Performance Management Committee &amp; process for next year</b></p> <p>See confidential minutes.</p>	

15)	<b>Key Themes of Meeting/Impact on pupils</b> Safety and wellbeing of pupils and staff paramount. Budget approved.	
16)	<b>Dates of next meetings – all to be held on Teams</b> Wednesday, 10 <sup>th</sup> June, Learning and Standards at 4pm - cancelled Wednesday, 1 <sup>st</sup> July, FGB at 3pm.	

SIGNED..... DATE.....

ACTION GRID MAY 2020		
4	Add clause to letter to parents re risks re social distancing.	✓
4	Report on data for pupil access to online learning when collected.	✓
7c	Governor meetings to continue on Teams	✓
9	December action grid (below) deferred to FGB.	✓
11	Confirm website is compliant and up-to-date.	Deferred to 09/20
12a	Send in governor bios to Clerk.	LI/ LC
12e	DBS applications to be completed.	✓
13	Consider timetable for 2020/21 governor meetings to meet strategic goals & plan governor training.	✓

ACTION GRID DECEMBER 2019		
5a	Admissions data – include past school and reason for WSAPC admission	✓
5b	Governors to discuss attendance during centre visits	When visits resume
5b	Run comparison attendance data with other APs	2020/21
5c	Put number of pupils responsible beside behaviours (FTE)	✓
5c	Write risk assessments for all staff/pupil meetings outside of school	✓
5d	Arrange doodle poll for safeguarding training	FY arranging training
7c	Section 128 for all governors	✓
7d	Governors invited to Inset day – 10/1/20 9-3pm	✓
9	Centres to invite governors to Christmas events	✓
11a	Bios (TY/LI/CM) and picture & bio (LC)	✓
11b	Parent election paperwork	Held to end of c-19 restrictions