

**FGB PRESENT: Bob Smytherman (BS), Doug Thomas (DT), Nick Dowling (ND), Shaun Jarvis (SJ), 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>	<b>Welcome and Apologies</b> Apologies were received and accepted from Lucy Ivankovic and Lawrence Caughlin.
<b>2)</b>	<b>Declaration of interests</b> BS: member of the local authority RA: new role with NHS England in South East
<b>3)</b>	<b>Governors asked to view link before meeting to understand the implications of the pandemic for school leaders.</b> <a href="https://www.seainclusion.co.uk/post/the-many-problems-of-returning-to-school">https://www.seainclusion.co.uk/post/the-many-problems-of-returning-to-school</a> Governors thanked DT for the link which had come from the local authority. HE commented that it had been a useful source of information and had helped inform WSAPC planning during covid 19. Governors asked if the school had been impacted by deaths as a result of the virus and were sorry to learn of two incidences; relatives of a pupil and a member of staff.
<b>4)</b>	<b>Chair's Action and notice of AOB</b> Item of AOB – plan for year 11 transition. See 5a. <i>Governors clarified that all centres had been subject to checks throughout lock down and that premises officers had remained at those that were not open.</i>
<b>5)</b>	<b>Response through Covid 19</b> a) <u>Attendance &amp; Engagement</u> Governors applauded the efforts made during covid 19 to encourage engagement and maximise attendance. They checked the percentage of secondary pupils accessing online learning and noted the reduction in year 11 engagement following the cancellation of exams. DT noted that pupil premium engagement had been very low nationally but WSAPC benchmarked favourably with Olive Academies. <i>Governors remarked that the early steps taken by WSAPC to keep pupils motivated and ensure attendance and engagement were good had proved to be very effective and asked for their thanks to be passed onto all staff.</i> On questioning, BT explained the results of surveys carried out to target pupils who needed IT support or physical work packs. Governors established how tracking of work packs improved quickly as measures were put in place. CM commented on the discrepancies on attendance and BT clarified the reporting system had not showed attendance if pupils were not on the eligible list for school. SIMS would take over the reporting system again as all pupils were expected in school. <i>LW joined the meeting.</i>  i. <u>Year 11</u> DT reported on the DfE funding for AP to support year 11s until the end of the Autumn term. Governors appreciated how valuable this support could be and recommended that if it had the positive outcome expected, it should be made an aspiration year on year. Two transition coordinators (current staff) had been employed on a temporary contract and would be overseen by an assistant headteacher. Laptops were being sourced at approximately £350 each. The SLT had also agreed a rota in their normal working time to support year 11s over the summer. The DfE had clear criteria for the funding and required comprehensive reporting. BS highlighted this as good news story that should be sent to the local press.

	<p>Governors agreed they should monitor the impact of the funding and after discussion asked for initial feedback after October half term with a follow up in early spring. TY asked that the resources committee considered how budget could be allocated for supporting this initiative in future years.</p> <p>Governors asked SJC how licences would work for laptops and she confirmed that DfE laptops provided to year 11s would come with a licence but any APC funded laptops remained school property.</p> <p>b) <u>Planning around TEAMS usage</u></p> <p>Governors recognised the ongoing work to trial online provision. They felt embedding its usage and building upon it from September would be valuable for engaging with pupils and encouraging attendance. They also recognised the possibilities for a wider curriculum and enrichment built into the timetable. <b>On questioning, SJC confirmed there was an attendance code for online teaching with a teacher but online learning was also about building relationships with pupils and encouraging them back into school.</b></p> <p>SJC highlighted the amazing work of the IT team to get the system up and running and their ongoing work solving the technical issues. Governors asked that their thanks were recorded.</p>	<p>FGB 2<sup>nd</sup> Autumn Resources Spring</p>
<p><b>6)</b></p>	<p><b>Update on Staffing and Staff Wellbeing</b></p> <p>Governors had received the written report from the Value, Voice and Wellbeing (VWVB) team. <b>They were pleased to note how the team had developed and noted the constructive comments and reflection on how staff were managing during covid 19.</b> SJ reported on staff from Crawley and Burgess Hill and had been really pleased at how quickly they had adapted and worked as one team. Governors recognised the value for staff of feeling part of one whole school team.</p>	
<p><b>7)</b></p>	<p><b>Safeguarding Annual Report</b></p> <p>HE alerted governors to the significant rise in safeguarding issues during covid 19 restrictions. She reported on the strength of WSAPC's response with the dedicated welfare team and DSLs and that other schools had subsequently adapted WSAPC's format. <b>Governors had received the Annual Safeguarding report and considered the areas to develop. RA asked how 'other' was recorded and HE confirmed a new box had been added to ensure the recording was more accurate with less 'others'. She also confirmed that all actions had to be addressed within a year to meet the NSPCC audit requirements.</b></p> <p><b>Governors were concerned about the rise in safeguarding issues and noted these could increase further as the economic impact of covid 19 hit families. HE would send a newsletter to families signposting available support available during the summer holidays.</b></p> <p>SJ explained that safeguarding incidents were low at Chalkhill as incidents were reported separately depending on whether they happened in school time or on the ward. He confirmed he was working hard with the Chalkhill team to establish an effective reporting system and HE anticipated Chalkhill would be included in the safeguarding report going forward. <b>Governors asked if they should be concerned but SJ was confident staff would report through CPOMS and that there was excellent communication between the school and ward teams.</b> He believed that due to the nature of the Chalkhill environment, incidents would be lower than in the wider APC.</p>	
<p><b>8)</b></p>	<p><b>Approval of last FGB minutes: 20<sup>th</sup> May 2020</b></p> <p>The minutes were approved and electronically signed as a true record.</p>	
<p><b>9)</b></p>	<p><b>Matters arising/Action Grid</b></p> <p>a) <u>Risk assessments for lone staff meetings with pupils outside school</u></p> <p>These had been completed for covid 19 restrictions rather than as originally intended for meetings with challenging pupils outside school.</p> <p>b) <u>Website biogs</u></p> <p>LI and LC to complete.</p> <p>c) <u>Governor DBS</u></p>	<p>LI/LC 1/9/20</p>



	ND to contact Dave Cole to organise dates for meetings over the summer holiday. Governor panel to be selected once chair post has been confirmed.	ND 10/7/20
15)	<b>Key Themes of Meeting/Impact on pupils</b> Effective engagement with pupils for accessing online provision during covid 19. Support measures in place for year 11s to December 2020. Plans to continue year 11 support annually if proven to have a positive impact on NEET (not in employment, education or training). Online provision trials proved successful and to be embedded and extended from September. Staff wellbeing team in place and working effectively. Strong safeguarding measures. Effective training for Chalkill reporting in place. Governor training programme.	
16)	<b>Dates of next meetings</b> To be confirmed following discussions.	

SIGNED.....*Bob Smytherman*..... DATE.....2<sup>nd</sup> September 2020.....

ACTION GRID JULY 2020		
5ai	Monitoring report on impact of DfE funding for keeping year 11s on role.	2 <sup>nd</sup> FGB autumn and 1 <sup>st</sup> Spring
5ai	Consider allocating budget for year 11 support in 2021	Resources Spring
9b	Governor website biogs	LI/LC
9c	Governor DBS follow up.	TY/LW/LC
11	Confirm website is compliant and up-to-date.	FGB/FY
12a	Governor strategy/ethos meeting date for August & arrange meeting schedule.	ND
12b	Send governors recommendations from governor training.	✓
12e	Staff governors to approach parents individually to take on role of parent governor.	SJ/CM/DT/HE/BT
13	Chair election meeting on 29/7/20. Anonymous election procedure.	✓
14	Arrange governor meetings with Dave Cole.	✓