WSAPC Full Governing Body

Wednesday, 20th September 2017

Venue: **WSAPC LANCING,** Freshbrook Centre, Grinstead Lane, Lancing, West Sussex BN15 9FL  
Tel: 01903 270460  
3.00pm - 5pm

**FGB present: Vicki Illingworth (VI), Jackie Shepheard (JS), Maggi Bruce (MB), Cathy Meyer (CM), Doug Thomas (DT), Lisa Guiel (LG), Mike Garlick (MG)**

**Also present: Sam Channon (SJC), Helen Ellis (HE) & Rowan McConnell (RM)**

**Louisa Rydon (LR): Clerk to the Governing Body**

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| **MINUTES** | | |
|  | **Welcome and Apologies**  Apologies were received and accepted from Nick Dowling and Bob Smytherman.  Helen Ellis and Rowan McConnell the deputy heads were welcomed to their first meeting.  Governors recorded their sincere thanks to Jackie Shepheard for her valuable input as a governor to WSAPC and its previous forms. JS was now working as a consultant and was continuing her link with WSAPC in her work coaching Helen Ellis. Governors were delighted JS would be within contact and would keep in touch in the hope she would become a governor again. | VI |
|  | **Declaration of Interests**  Governors signed and returned their declaration of interests form. BS/ND to do. | BS/ND 22/11/17 |
|  | **Chairman’s Action and notice of AOB**   1. Note on selling equipment   SJC reported on the the outdoor equipment sold. |  |
|  | **Election of Chairman**  Governors discussed the post and VI confirmed she was unable to commit to taking on the chair for another term. One nomination was received for Nick Dowling. As vice chair, ND had a strong understanding of the position and had committed a great deal of time to WSAPC. It was understood he was aware of his nomination and subject to his willingness to take on the role, an election was held. ND was unanimously voted as chairman for one year and governors asked LR to inform him.  Governors thanked VI for all the work she had done and were pleased they were retaining her valuable input as a governor. | LR 20/9/17 |
|  | **Election of Vice Chairman**  Mick Garlick was nominated as vice chair. Governors were aware of his work load and imminent Ofsted, but hoped after a conversation with VI and ND to understand the commitment involved he would be happy to be vice chair. He was unanimously elected as vice chair, subject to his available time. MD/MG to meet to agree the focus. | MG/VI/ND 22/11/17 |
|  | **Governance:**   1. Review Constitution (Instrument of Governance & skills audit attached)   Governors had completed the skills audit which identified a good range of skills though it was felt the knowledge of HR policy, procedures and process could be strengthened. Governors suggested taking up WSCC training and asked if Nick Dowling might have any contacts within the NGA who would be willing to run some training.  Governors reviewed the Instrument of Government and MG felt 17 was too large and that 10 or even lower was good practice. Governors stressed the need for a good ratio of governor positions and the need to ensure there were sufficient governors to be quorate and have representation on the two committees. They also noted the challenge of recruiting parent governors. They commented on the excellent input from staff governors but appreciated with a lower total of governors, they would need to reduce the staff representation.  After careful discussion they recommended a total of 12 governors:  3 staff  1 LA  1 parent  7 co-opted  LR to begin process of changing Instrument with Leadership and Governance. It was agreed to implement the change after the next FGB meeting when two staff governors’ terms of office came to an end.   1. Governor Vacancies & Recruitment   Governors were delighted VI had agreed to continue as a governor and voted to appoint her for a further 4 year term.  Governors asked the school to hold a parent election and to include ND’s excellent paper on being a parent governor.  DT and Helen Ellis had been actively recruiting governors and LR had sent information packs out. Governors felt it would be beneficial to have a WSCC representative on the board and DT had approached possible candidates but he understood WSCC felt there might be a conflict of interests with the commissioning of places.  They also believed there should be governor representation across all Areas and MG would ask for volunteers through the Chairs of the Pupil Panel. VI would approach Grahame Robson for possible candidates and a primary representative was considered a priority.  Governors to feedback to LR on any responses. Once new governors were appointed it was agreed to review the time and venue of meetings.  Sam Channon, Helen Ellis and Rowan McConnell were voted in as associate governors.   1. Confirmation all governors have DBS in place   All governors had a DBS.   1. Code of Conduct   Signed. ND/BS to do.   1. Governor details for publication on website   LR amended the declaration of interests recorded and would forward the form to Rebecca Newey for uploading onto the website.   1. Confirmation of Committee membership & Centre allocations   MG agreed to sit on the Learning and Standards committee but sent his apologies for the first meeting on 16/10. VI to act as chairman for first meeting until more governors were appointed.  JS had set the targets for the headteacher performance management and offered to attend the next meeting. Mick Garlick agreed to replace Nick Dowling as one of the governors. Bob Smytherman was also on the committee. Date to be arranged with SIA, Jenny Martin.  VI remained as safeguarding governor and MG undertook health and safety. Instead of individual governor allocations, it was agreed governors would report on pupil premium, CLA and SEN through visit reports which would feedback into FGB meetings. Governors to amend visit reports at Governor Day.  Helen Ellis commented on how important it was to have good governor/staff interaction and governors were encouraged to organise centre visits. Timetable of visits to be discussed at next FGB alongside meeting venues.   1. Review Committee Terms of Reference & telelinks policy   The terms of reference and telelinks policy were approved. LR to amend Chalkhill and Beechfield to reflect their incorporation into the two committees. To be approved at committees. | All  ND  22/11/17  LR 22/11/17  DT 20/10/17  DT/HE 20/10/17  MG  VI  20/10/17  Agenda 22/11/17  ND/BS 22/11/17  LR 22/9/17  DT 29/9/17  DT 28/9/17  Cttee agenda |
|  | **Approval of last minutes: 3rd July 2017**  The minutes were signed and approved as a true record. | Chair |
|  | **Matters arising/Action Grid**   1. Appoint data governor to report on pupil progress/attainment to include PP/CLA   This had been superseded by the decision to report through governor visits. Governors asked DT/SJC to ensure that the pupil premium for 2016/17 was uploaded onto the website immediately. They requested a pupil premium report was sent to governors by the end of next week. | DT/SJC 29/9/17  DT/SJC  29/9/17 |
|  | **Update and Report on Current Budget**  Governors had received the report and SJC distributed the latest version. She confirmed the total over-spend for the last academic year had been lower than originally anticipated. Following the cost reduction process, the school was on target to reduce the deficit.  MG asked about the supply cost and governors recommended that the homebased learning and blended learning were recorded separately to give an accurate picture of the actual supply cost.  DT explained how the changes made to the employment of staff and the timetabling within Blended Learning had greatly reduced the dependence on supply and the costs involved.  SJC had included pre-existing conditions in the insurance premium and governors asked for a report to Resources.  MG suggested SJC check with WSCC about funding for pupil premium and free school meals. Governors believed the school should receive separate free school meal funding.  Governors recognised the huge role staff had played in the successful cost reductions and were concerned about how staff were managing. MB felt that general staff morale was low and governors asked if there had been an impact on pupil progress and learning. CM commented on behavioural issues but so early in the term it was difficult to judge the impact. Governors asked the Learning and Standards committee to monitor the effect the cost reductions were having.  MB highlighted the issue with transport funding and MG stressed the responsibility on schools for meeting costs for DOS placements and asked for clarification that schools were being charged. Agenda item at Resources.  *MB left the meeting.*  SJC confirmed that the Beechfield and Chalkhill budget was due to balance. She noted the need to monitor the impact of the staff ratios at Chalkhill. Committee agenda item.  In view of the work achieved to meet the £25,000 deficit and that the three year plan was showing an under-spend, SJC asked if it was necessary to make the formal application for the deficit. Governors gave her the approval to approach Jeanne Marie Long and asked for it to be included on the resources agenda. | Resources agenda  SJC 22/11/17  L&S agenda  Resources agenda  CH/BF agenda  Resources agenda |
|  | **Head’s Report**  Governors had received the headteacher’s report.  Beechfield  DT updated governors on Beechfield. A care manager had been appointed and the care and education teams were working well together. The Ofsted was due imminently. There were still some construction issues, and WSCC were hoping to open the centre as soon as these were resolved.  *See Confidential part II minute*  Attainment  Governors viewed the summary of attainment outcomes for 2016/17 and asked the L&S committee to study the data and targets for 17/18. | L&S agenda |
|  | **Quality Improvement Plan and SEF**  Governors had reviewed the documents. VI/MG agreed the content was excellent and recommended the use of judgements words was checked. Agenda at L&S. | L&S agenda |
|  | **Safeguarding & Health & Safety Update**   1. Safeguarding & Prevent   HE confirmed the whole staff had undertaken safeguarding training. MG asked for confirmation that all staff had signed documentation to confirm they had completed the training and that they had received the Keeping Children Safe in Education part 1 & annex A. The school was currently working with the self-assessment tool and would forward the responses to VI prior to submitting it. HE also noted the improved use of CPOMS to support in analysing data.  HE asked how governors would like her to report on safeguarding at meetings and MG/VI to send her examples.   1. Health & Safety   Governors had received the positive inspection report and SJC reported on the actions in place to improve the recording of training and risk assessments.  SJC informed governors of a member of staff’s health and safety legal claim against the school. | HE 22/11/17  MG/VI 22/11/7 |
|  | **Policies to Review**   1. Positive Handling Policy   Governors approved the policy and recommended it remained as a separate policy with a short summary of the key sentences also available. | DT 22/11/17 |
|  | **Key Themes of Meeting/Impact on pupils**   * **Amended instrument of government** * **Working on governor recruitment and governor presence in centres** * **Pupil premium report requested for governors** * **Clarification of transport costs, particularly for DOS placements** * **Recommendations on SEF wording** |  |
|  | **Dates of next meetings**  28th September, 2017 – Governor Development Day 4-7  Learning and Standards and Beechfield/Chalkhill: Monday, 16th October  Resources and Beechfield/Chalkhill: Monday, 6th November  FGB: Wednesday, 22nd November |  |

SIGNED………Nick Dowling……………………………………….. DATE…………22nd November 2017………

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|  | ACTION GRID SEPTEMBER 17 |  |
| 1 & 6d | Declaration of interests and code of conduct. | NS/BS |
| 4 | Confirm ND’s election | LR |
| 5 | Clarify how chair and vice chair will work together and commitment involved | ND/MG/VI |
| 6 | Governor training on HR policy, procedure and progress.  Inform WSCC of changes to Instrument of Government. | ND  LR |
| 6b | Carry out parent election & include governor paper.  Approach possible governors/raise awareness of governor vacancies. | School  MG/VI |
| 6f | HT performance management date to be set. | DT/JS/BS/MG |
| 6g | Include Beechfield and Chalkhill terms of reference in committees. | LR. Cttee agendas |
| 8 | Pupil premium report to governors by 29/9/17 | DT/SJC |
| 9, 10, 11 | Resources agenda: staff insurance premium, free school meal funding, Transport strategy for pupils, Licensed deficit.  Learning and Standards:  Impact of cost reductions, review attainment and targets, QIP and SEF | Committee agendas |
| 12 | Completed H&S self assessment tool to VI before submission.  Send sample reports on H&S to Helen Ellis | HE  VI/MG |
| 13 | Key summary of positive handling policy | DT |