WSAPC Full Governing Body Meeting

Monday, 21st March, 2016

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

**FGB present: Vicki Illingworth (VI), Stevie Crowther (SCC), Siobhan Denning (SD), Maggi Bruce (MB), Cathy Meyer (CM), Bob Smytherman (BS), Doug Thomas (DT), Lisa Guiel (LG), Kelly Wilson (KW), Candida Reece (CR), Nick Dowling (ND)**

**Associate member present: Sheila Carroll (SMC)**

**Also present: Sam Channon (SC), School Business Manager, Louisa Rydon (LR): Clerk to the Committee**

MINUTES

1. **Welcome and Apologies**

Apologies were received and accepted from Jackie Shepheard and Chris Woodcock. Anita Potter did not attend the meeting. LR to follow up her attendance at meetings.

1. **Declaration Interests**

None to declare in the meeting.

1. **Governance:**
2. Governor Vacancies

LR confirmed there were two co-opted and one LA vacancy. The LA were aware of the vacancy and had been asked to put forward candidates. Governors noted the importance of having suitable skills on the governing body and in view of the expected changes, it was agreed to carry co-opted vacancies at this stage. A decision would be made on the LA governor if a candidate was put forward.

*SD joined the meeting.*

1. Review of Governance – outcomes and actions (SCC)

After studying the updated review, governors had confidence in the work they were carrying out and agreed they had access to detailed information which enabled them to carry out effective monitoring. Governors thanked SCC for organising and completing the audit.

1. Update governor visit forms for approval (attached)

Approved.

1. Website governor photos

LR asked governors not yet on the website to send her a portrait photo and a short spec so their information could be uploaded.

1. **Approval of minutes of last meetings: 23rd November, 2015 and 11th February, 2016**

The minutes were signed and approved as a true record.

1. **Matters arising/Action Grid**
2. SEND Board replacement – January newsletter

As the SEND Board had been replaced, VI would check if there was still a published newsletter for SMC to submit a sharing good practice article to.

1. **Chairman’s action and notice of AOB**

None.

1. **Questions on Minutes**
2. Resources (ND)

SC confirmed the CCTV audit would be carried out and quotes had been requested for consideration at the next resources meeting.

*Approve School Financial Value Standards (SFVS) & Confidential Reporting Policy*

ND took governors through the SFVS and clarified the in part answers and the actions agreed. Governors noted how difficult a forward projection was and agreed that it should be an aspiration but carrying out the work at this stage would not add any value. They discussed the current projected carry forward and were aware that the co-heads were working on spending proposals for discussion at the May resources meeting. The confidential reporting policy was a WSCC model policy which was approved on the understanding it was personalised for WSAPC.

The SFVS were approved and signed for submission to WSCC.

1. Learning and Standards (CW)

SCC reported that Chris Woodcock had been elected as chairman and the committee had benefited from a very informative presentation on assessment from Nina Thair.

1. Chalkhill and Beechfield (SCC)

Governors were very pleased to learn of the real improvements in collaboration between the health team and education team at Chalkhill and the care team and education team at Beechfield. SMC reported on the recent Ofsted inspection on care standards at Beechfield and governors were delighted that education had been commented on so positively.

*CM joined the meeting.*

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

Governors thanked the co-heads for the comprehensive report before asking questions. They understood Nina Thair had looked at the quality of teaching during her learning walks and

SMC/DT reported on the positive results. Governors asked how judgements were quality assured and DT reported on the robust processes in place.

They discussed the benefits of the coaching support and asked how any lessons learned were cascaded down to staff. DT commented on the real value of being able to raise issues with people not involved at WSAPC and SMC explained how they were working to enable Assistant Heads to delegate to staff to find solutions.

VI clarified the situation on long term sickness absence and governors asked how the current resignations were being replaced. SMC did note the challenge of finding staff with the correct subject expertise at Beechfield. Governors highlighted the importance of inspirational teaching skills and SD also suggested exploring options with local schools to share expertise.

DT reported on the changes that had been made to the Littlehampton building SLA to guarantee the effective use of the building and the work done at Burgess Hill to ensure the safety of the building.

Governors were pleased to learn of the excellent online safety training and asked for details of who the providers were to be circulated to governors.

CLA Report

SMC explained that WSCC and WSAPC continued to be concerned about the number of link pupils on roll.

Governors noted the trend for a dip in attendance which they understood was due to care homes not supporting children getting to school and transport issues. CM explained why there was a CLA pupil from Brighton and governors continued to have real concerns about lack of transport for pupils. SMC stated that WSAPC had been told they were not discriminating enough when seeking transport funding but governors felt that with the number of CSE children, it was understandable that there were many special cases. ND noted the number of CLA in year 11 and VI asked what transition support had been put in place. SMC confirmed transition was part of the PEP discussion.

Governors liked the way the report had been set out and felt the personal comments from staff were very informative and helpful.

Pupil Premium Report

Governors thanked Nina Thair, the admin team and Sam Channon for the excellent report which clearly demonstrated how pupil premium was allocated and the pupil progress made. SD asked that a comparison of exclusions for non-pupil premium and pupil premium was added and VI recommended that data within pupil premium was also analysed by gender. Governors noted the impact small numbers had on the percentages and recommended that percentages should not be used when made the data appear misleading.

1. **Quality Improvement Plan (QIP) (SMC/DT)**

Governors had received all the QIPs. They appreciated the flexibility centres had to adapt and develop the overarching QIP to have the most impact on their own centre and the benefit governors would have referring to individual QIPs during their visits.

VI asked how the impact of the QIPs was tracked and how it was documented and fed back. SMC confirmed the plans were reviewed termly and would fit in with performance monitoring.

1. **Report from Academy Working Group (VI)**

The working group had met to discuss the next steps and the aspiration to find a sponsor with a specialism in alternative provision. VI had a meeting arranged with Ellie Evans on 11th April at 2pm which she asked members of the working group to attend if available. VI confirmed Nigel Bloodworth had agreed to a meeting w/c 18/4 and she would circulate the date as soon as possible. The governors carefully considered how to progress and asked the co-heads whether they had any timing preferences. They understood Ellie Evans had been positive about academisation and how important it was to have support from the LA. They recognised the value of opening negotiations with Nigel Bloodworth to discuss complex issues such as property and transport. BS asked if there had been any feedback from staff. SMC/DT had received no negative comments and believed the Unions were supportive

.

After discussing the options, VI put two proposals forward to vote:

1. Working group to meet and make delegated decision to go ahead with progress to convert.
2. Working group to meet and work through the complexities of conversion with Nigel Bloodworth before approaching the DfE. Ratification of decision to take place at June FGB.

Governors voted and agreed to follow option 2.

VI asked if the results of the Alternative Provision working group had been published. SMC confirmed Chris Taylor was due to report on 31st March and governors would be interested in seeing his findings.

1. **Policies (SMC/DT)**
2. Child Protection

The governors approved the policy and noted the inclusion of topics such as FGM and CSE.

1. Preventing Radicalisation and Extremism Policy

Governors viewed and approved the draft policy. They discussed the training staff had received and understood the approved policy would be distributed. They asked how information would be disseminated to pupils and SMC/DT confirmed a staff member had it as a performance objective to work on how to incorporate fundamental British values into the curriculum. VI explained she had seen a very successful show aimed at KS2-5 pupils which governors were interested to learn more about. VI to forward the details.

1. **Report on Governor Visits**

Visits reports had been distributed to committee meetings.

1. **Agenda for next meeting**

Process towards academy conversion

Quality of teaching and learning following interim appraisal process

Admission trends and update of primary situation.

1. **Dates of next meetings**

Note change of date to next FGB from Wednesday, 29th June to Monday, 27th June at 3pm at Lancing.

Chalkhill and Beechfield: Thursday, 5th May 2pm Chalkhill

Resources\*: Wednesday, 18th May 3pm Lancing

*(\*Budget meeting – all governors invited)*

Learning and Standards: Monday, 6th June 4pm Lancing

FGB: Monday, 27th June 3pm Lancing

**ACTION GRID**

**MARCH 2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute**  **no** | **Item** | **Action** | **Action by** | **Status** |
| 3iv | Website photos | Governors to forward photo and short biog to LR. | LG, KW, CR, CW | Done CW |
| 8 | Online safety training details | SMC/DT to forward details of online safety training providers. | SMC/DT | Forwarded to VI |
| 8 | Pupil premium | Analysis of exclusions for PP and non PP and PP by gender to be included in data. | SMC/DT | HT report |
| 10 | Academy Working Group | Working group to attend meeting with Ellie Evans, 11/4/16 at 2pm.  VI to send confirmed date for meeting with Nigel Bloodworth, w/c 18/4/16 | Academy Working Group | Agenda 27/6/16 |

**SIGNED……Vicki Illingworth…………… DATE…………**27th June 2016………**…………….**