WSAPC Full Governing Body

Wednesday, 19th March 2018

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

**FGB present: Vicki Illingworth (VI), Bob Smytherman (BS), Doug Thomas (DT), Lisa Guiel (LG), Nick Dowling (ND), Shaun Jarvis (SJ)**

**Prospective Governors: Lucy Ivankovic (LI), Richard Anderson (RA), Tim Yates (TY)**

**Also present: Sam Channon (SJC), School Business Manager, Helen Ellis (HE) & Rowan McConnell (RM), Deputy Heads**

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

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| **MINUTES** | | |
|  | **Welcome and Apologies**  Apologies were received and accepted from Mike Garlick.  A vote was taken and Lucy Ivankovic, Richard Anderson and Tim Yates were formally voted onto the Board as co-opted governors. ND thanked them for their commitment to WSAPC and he asked them to email him to arrange a joint induction meeting with himself, SJC and DT. | LI/RA/TY 29/3/18 |
|  | **Declaration of Interests**  None to declare. |  |
|  | **Chairman’s Action and notice of AOB**  ND reported on the inspections that had taken place and the confidence governors were able to take from the positive findings. They had noted the outstanding Ofsted at Chalkhill and the validation of financial controls through the WSCC internal audit. DT reported on the robust recent WSAPC one day Ofsted and governors expected the official grading before Easter.  Governors considered their best options for showing their appreciation to all staff members for their excellent work and stressed how important it was to recognise their achievements. After careful discussion, governors asked ND to formally thank all staff in writing and fruit and chocolates from the governors would be arranged for each centre in the last week of term. BS believed a letter of congratulations from WSCC (Louise Goldsmith, Richard Berrett, Deborah Myers) should be sent to staff and he would ensure they did so. DT would also follow up on the press release as soon as the WSAPC inspection result was confirmed.  ND felt governors’ focus should now be on moving WSAPC towards outstanding and governors agreed to discuss how to implement an action plan as the last item on the agenda. (Item 18) | ND/SJC 29/3/18  BS 29/3/18  DT 29/3/18 |
|  | **Approval of last FGB minutes: 22nd November 2017**  The minutes were approved and signed as a true record. |  |
|  | **Matters arising/Action Grid**   1. Instrument of Governance   Diane Henshaw, WSCC’s legal representative, was carrying out checks to ensure the governance was correct for WSAPC. Governors would wait for clarification before  making any changes to the Instrument.   1. Has the ownership/responsibility for the 14-16 buildings been clarified?   SJC confirmed WSCC owned the buildings though the land was leased. |  |
|  | **Questions on Minutes**   1. Learning and Standards   As per the minutes.   1. No resources meeting held since last meeting. 2. Health & Safety   The scheduled meetings had to be postponed due to illness, then weather. A meeting would be rescheduled for after Easter. |  |
|  | **Confirmation Headteacher performance review taken place**  The headteacher’s performance management review had been carried out in November and BS/MG had an interim review meeting booked. It was agreed that for succession purposes, it would be beneficial to have a third governor on the committee. WSCC training was available on 26/6/18 and LR distributed the training timetable. | Agenda 16/5/18 |
|  | **Head Teacher report and Staff Wellbeing**  Governors thanked DT for his comprehensive report. Items discussed:  Safeguarding  DT updated governors on the investigation and next steps. As safeguarding governor, VI was informed of all cases and verified the correct process/procedure were being followed. She confirmed she would request further information in serious cases and on questioning, clarified that if she saw a recurring theme she would investigate.  Amalgamation of buildings  BS raised a concern that the amalgamation would mean no centre in Chichester. Governors understood the learning environment at North Mundham was not appropriate for the pupils and that the least number of pupils would be impacted by closing the North Mundham site. Governors were pleased to learn solutions had been found for the Littlehampton site allowing the expansion of the unit which was a good school environment.  Governors asked that the next report included data and benchmarking.  **Staff Wellbeing**  HE reported on the survey which had taken place after the staff reductions. She gave the analysis of the results and informed governors of the working party set up to address the issues raised. The volunteer representatives on the working party were a strong group and she did say that staff members from all centres were welcome to attend. VI noted the concern a staff member had highlighted on access to healthcare and recommended WSAPC looked into Simply Health who provided information and discounted health schemes to staff. Governors carefully considered the issues raised with communication and noted the efforts made by the leadership team to ensure staff were aware of what was happening. HE highlighted ways staff were being given opportunities to be more involved in decisions and to share ideas/practice across the centres.  The working party was putting together a comprehensive action plan and governors asked for an update in the Autumn term head teacher’s report. They recommended repeating the survey after a year and HE confirmed the questions would be broadly the same but staff input to ensure questions were worded for maximum benefit would be incorporated. | HE/SJC 16/5/18  HT report -Autumn |
|  | **Finance Report to include Beechfield and Chalkhill**   1. Year-end forecast   SJC would have the year-end figure confirmed at the end of the week, but she anticipated a balanced budget with a small surplus. Governors noted they had recommended an increased budget for outdoor education and that there was some remaining funding. DT agreed a cross centre strategy needed to be put in place to maximise pupils’ access to outdoor education, though RM did confirm all centres had offered outdoor education during the year. Leadership team to look at options.  Governors thanked SJC for her work to bring a balanced budget and she would present the draft 2018/19 budget at the April resources meeting. Governors were welcome to contact her with any queries they had.   1. Approval of SLA’s for 2018/19   Governors asked if all the SLAs purchased in 2017/18 had been value for money and SJC confirmed they had been. She reported on the 3.6% rise in costs for 2018/19 and the number of pupils WSCC had used to base the figure on. Governors checked that the library service was well used and understood the broadband cost was extremely competitive but that wi-fi speeds were slow. Staff members noted the frustrations at getting fast broadband and SJC was working with WSCC on finding solutions.  Governors approved the purchase of the listed SLAs. | Leader-ship team 16/5/18 |
|  | **Approval of SFVS (School Financial Value Standard)**  Updated, approved and signed. |  |
|  | **Financial Audit report**  Governors congratulated SJC and her team on the good outcome. They noted an action plan was in place and WSAPC was on track to meet all the recommendations in the time frame. |  |
|  | **ICT**  A consultant had been appointed to give an overview of the IT system across the sites and to support GDPR compliance. Governors were aware the current internet connection was poor though they did appreciate the Broadband SLA was extremely competitive. SJC confirmed they were working with WSCC to find solutions for the connection issues and governors were concerned to hear that the issues were impacting on the SIMs programme. | Resources 23/4/18 |
|  | **Safeguarding audit**  Governors had received the completed NSPCC audit and noted WSAPC were fully compliant. HE reported on the main themes and focus for WSAPC and had developed an action plan. |  |
|  | **Progress made on Data Protection/FoI Regulations**  SJC reported on the progress made with the completed road map and the purchase of training for staff. Work was ongoing to ensure compliance by 25/5/18 and governors asked for an update at the April resources meeting.  Governors were aware of best practice to set up school email addresses for governors and that SJC/LR would work towards having all governor documentation on sharepoint. LR to inform VI when she could close the current dropbox. | Resources 23/4/18  LR/SJC 25/5/18 |
|  | **Policies**   1. Lettings   Approved.   1. Child Protection   Approved. |  |
|  | **Premises proposal**  Governors understood the funding agreement to improve Littlehampton to house the Chichester pupils was reaching the final stage, and it was hoped work would begin in May.  Governors believed a proposal for Lancing was being developed though they raised concerns with WSCC support. |  |
|  | **AOB**   1. Rainbow Flag Award   Governors were delighted to see the excellent progress being made and passed on their thanks to Maggi Bruce. They understood the training was being rearranged and governors would be invited to attend again.   1. Whole School Objectives   Approved.   1. New Governors   ND thanked the new governors for their input during the meeting. TY and RA to liaise with SJC to obtain their DBS. New governors were invited to attend the committee meetings and make a decision on which committees they would like to join. | TY/RA/SJC 16/5/18 |
|  | **Moving toward Outstanding**  Governors had approved the whole school objectives and felt they were an excellent starting point for governors to work from at their next meeting. They were confident that external validation had been received for WSAPC operationally, and as it was their role to think strategically, they agreed the focus of their next meeting should be how to move towards outstanding. VI asked that KPIs (key performance indicators) were put alongside each objective. | Agenda 16/5/18  DT 16/5/18 |
|  | **Key Themes of Meeting/Impact on pupils**  **Three new governors appointed.**  **External validation – Ofsted, WSCC financial audit and NSPCC safeguarding.**  **Working party set up following staff wellbeing survey. Staff given more opportunities to be involved in ideas/decision making.**  **Balanced budget 2017/18.**  **Request to increase outdoor education activities.**  **Amalgamation of Chichester/Lancing going ahead with governors monitoring impact on Chichester students.**  **Solution for Broadband connection issues being investigated.**  **Progress on Rainbow Flag award.**  **Whole school objectives in place and governors developing a plan to become outstanding.** |  |
|  | **Dates of next meetings**  Resources: Monday, 23rd April 2018  FGB: Wednesday 16th May 2018  Learning & Standards: Wednesday, 13th June at 4.30pm  FGB: Monday, 2nd July 2018 |  |

SIGNED………… ……………………………………………… DATE………………..……………………..

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|  | ACTION GRID MARCH 18 |  |
| 1 | Arrange induction meeting for new governors. | ND/DT/SJC/LI/TY/RA |
| 3 | Written thankyou to staff and gift to all centres in recognition of staff work for positive external validation.  Letter from WSCC congratulating staff on achievement.  Press release on Ofsted gradings. | ND/SJC  BS  DT |
| 7 | Governor committee membership to be confirmed at next FGB. | FGB |
| 8 | Summer HT report to include data/benchmarking. | DT |
| 8 | Investigate Simply Health scheme.  Update on impact of staff wellbeing action plan following survey in Autumn HT report. | HE/SJC  DT (agenda autumn) |
| 9a | Investigate outdoor education opportunities | DT |
| 12 | Update on connection issues for broadband | Resources |
| 14 | Update on GDPR compliance | Resources |
| 17c | DBS in place for new governors. | SJC/RA/TY |
| 18 | Move towards outstanding.  KPIs added to whole school objectives for discussion. | Agenda 16/5/18 |

**SIGNED…………Nick Dowling…………….. DATE………2/7/18………………………**