

WSAPC Full Governing Body

Wednesday, 3rd July 2019

Venue: **WSAPC LANCING**, Freshbrook Centre, Grinstead Lane, Lancing, West Sussex BN15 9FL

Tel: 01903 270460

3.00pm - 5pm

FGB present: Bob Smytherman (BS), Doug Thomas (DT), Nick Dowling (ND), Shaun Jarvis (SJ), Lucy Ivankovic (LI), Richard Anderson (RA), Tim Yates (ND), Liz Warne (LW), Caroline Matthews (CM)

Associate Members present: Sam Channon (SJC), School Business Manager, Helen Ellis (HE), Ben Thomas (BT)

Observer as prospective governor: Fi Young (FY)

Clerk to the Governing Body: Louisa Rydon (LR)

MINUTES		
1)	<p>Welcome and Apologies Apologies were received and accepted from Emma Brown and Vicki Illingworth. Fi Young (FY) was welcomed to the meeting. FY had expressed an interest in becoming a governor for WSAPC and had previously met with ND and toured a centre.</p>	
2)	<p>Declaration of interests Governors returned their declaration of interest & pecuniary interest forms. LR to follow up with governors not present.</p>	LR 20/7/19
3)	<p>Chairman's Action and notice of AOB</p> <p>a) <u>Headteacher performance management</u> The panel was confirmed as TY/BS/LW and governors asked LR to arrange for Jenny Martin to assist and set a meeting for October.</p> <p>b) <u>Staffing item</u> See confidential minute.</p>	LR 20/7/19
4)	<p>Governance – governors to ensure all papers are read and approved prior to the meeting:</p> <p>a) <u>Completed Skills Audit Received</u> Governors had completed their skills audit – final summary attached and to be considered when recruiting new governors.</p> <p>b) <u>Return signed declaration of pecuniary interests</u> Completed.</p> <p>c) <u>Governors still to arrange photo and biog for website photo: EB. Bio: CM, LI, VI, EB</u> Governors were reminded of the importance of completing their biogs for the website.</p> <p>d) <u>Any progress on parent governors</u> Assistant headteachers had been asked to identify and approach possible candidates.</p>	
5)	<p>Approval of last FGB minutes: 21st May 2019 The minutes were signed and approved as a true record.</p>	
6)	<p>Matters arising/Action Grid BT to check governors had completed the safeguarding training through Educare. BS had completed the NSPCC version but would do Educare's during the summer.</p>	BT/BS 21/10/19
7)	<p>Report on meeting with Paul Wagstaff and next steps ND/DT reported on the meeting. Paul Wagstaff was working on a 5 year plan for education in West Sussex to be published in October and was committed to addressing items raised in the Timpson report by 2020. They had been disappointed that WSAPC as key stakeholders had not been involved. Governors stressed the importance of WSAPC involvement and the need to get the voice of the school and their pupils heard. They raised their concerns about the planned SSCs (special support centres) and were aware of the Timpson Report's commitment to end permanent exclusions by 2020. LW reported on her experience with SSC's and SJC confirmed schools concerns about the cost of running SSC's and training staff. On governor questioning, DT explained PW had not agreed to keeping WSAPC involved in the decision making. Governors felt this was unacceptable, and BS as the county councillor representative urged that a half termly meeting was diarised</p>	SJC/DT/ BS/ND 20/7/19

	<p>for Paul Wagstaff, Ellie Evans, BS, DT and ND. DT/SJC to draft letter for BS to sign. Governors were adamant meeting dates were in place before the end of term. Governors reviewed their options and agreed their involvement was key or they could consider becoming an academy or approach other organisations for support. They appreciated WSCC had to consult with schools through the Schools Forum and SJC reported on the last meeting which had concentrated on finance.</p>	
8)	<p>Head Teachers Report/Details on College Accountability Plan (CAP) BT reported on the progress made with the CAP. SJ was confident it would give governors clear understanding of school improvement and data and enable them to ask the challenging questions to ensure the school visions are being realised and have a positive impact on raising the quality of education. TY raised concerns that whilst the CAP was being developed governors had no clear understanding of the current WSAPC performance. BT confirmed the reports generated at the start of the autumn term would give governors a comprehensive view of progress/attainment and school improvement priorities. In the meantime, governors should use the current SIP. DT explained he had a headteacher's report of data but he had understood governors had agreed they wanted an easier way to understand and monitor school progress.</p> <p>LW was confident the CAP would be a living document making it easier for governors to monitor and challenge effectively.</p> <p style="text-align: right;"><i>LI joined the meeting.</i></p> <p><u>Attendance</u> Governors had received the figures and studied the determining factors on attendance. TY had worked with BT to ensure figures were understandable and ensure that it was clear how figures were impacted by a small number of pupils. For example, they appreciated the impact of pupils who had been on roll for longer than 24 months. On questioning, HE reported on the reintegration process and the positive indicators that determined pupils were ready. However, governors appreciated the barriers to reintegrating pupils with ECHPs. BT noted the efforts being made to raise attendance and HE commented on the anticipated impact of the attendance officers who had been appointed in Nov 18. SJ reported on the individual case studies and some successful outreach work to get pupils to attend. RA agreed it was vital to keep anecdotal evidence alongside the data. He suggested looking at an Alternative Provision service with good attendance to learn from them. He also asked that the Chalkhill attendance was included in the report. Governors checked whether the WSAPC attendance figures could be used against WSAPC as an argument for the SSC's but HE confirmed WSAPC's strong attendance data for primary. They felt the filters used to measure attendance made the figures meaningful but HE did note the challenge of comparing attendance levels with a constantly changing cohort.</p> <p>HE reported on the Complex Case Panels WSAPC had set up and that they had invited WSCC officers to support them but they had not attended the meetings or given any feedback. LI suggested raising a safeguarding concern with WSCC.</p> <p>Governors thanked the leadership team for the progress made on the CAP and looked forward to receiving the comprehensive document well in advance of the FGB meeting on 21/10/19.</p>	<p>BT 21/10/19</p> <p>HE 20/7/19</p> <p>BT/DT 7/10/19</p>
9)	<p>Confirmation of budget close down figure for 2018/19 SJC confirmed the close down figure had been confirmed as expected at £13,782.81.</p>	
10)	<p>Premises Report SJC confirmed the SLA with West Sussex was in place and the premises development plans were underway, to be reported at next FGB. She confirmed that budgetary constraints meant that only reactive repairs were taking place. BS raised concerns that there had been no progress on the governor approved merger of Worthing and Lancing. DT confirmed Ellie Evans had a meeting at WSAPC the following day and governors agreed if she gave no satisfactory response BS would send a letter to the WSCC Chief Executive asking for answers. DT/SJC to draft for BS.</p>	<p>SJC 21/10/19</p> <p>DT/SJC/ BS</p>
11)	<p>Questions on Committee minutes a) <u>Learning and Standards</u></p>	

	Minutes received.	
12)	<p>Governor Visits RA – Chalkhill ND – Lancing (report to be written) Governors were asked to visit centres regularly and attend events. All governors were invited to sports day on 18th July at Broadbridge Heath from 10-1pm.</p>	ND 20/7/19 All 18/7/19
13)	<p>Health & Safety/ Safeguarding Report Governors had received HE's report and carefully discussed the outcomes. HE confirmed the changes to CPOMS meaning there was no comparative data but it now gave them effective data for analysis. She commented on the WSCC care Ofsted and that improved training for their staff should lead to better reporting systems. HE raised a concern that 'other' was the highest reporting stream in secondary and governors considered the reporting process and understood assistant heads had been asked to investigate. SJ believed CPOMS was working well and that the aim to get tutors more involved with AHT oversight would have a positive impact. CM wondered if 'other' was used as the only way of reporting on risk assessments. HE/Assistant heads to check and look at ways of removing/reducing 'other'. RA received confirmation that CPOMS was used at Chalkhill for pupils in school and safeguarding reporting was done through the hospital. LI asked if there was a 'lessons learned' section in CPOMS. SJ confirmed it was done verbally and HE agreed it would be a very useful exercise to have reported. TY asked about the number of incidents/concerns in Crawley and HE clarified there was multi-agency involvement. HE confirmed there had been 8 LADO referrals with 3 progressing to formal investigation. The outcomes had been unfounded/unsubstantiated. She thanked governors for their input and confirmed WSAPC was fully compliant with the NSPCC safeguarding and would repeat the audit in the autumn term.</p>	HE 21/10/19
14)	<p>Policies a) <u>Volunteers for Accessibility policy review working group</u> Governors thanked LW for stepping forward. DT to contact LW in September. b) <u>Behaviour Policy - governors to make suggestions prior to the meeting</u> Governors checked pupils were aware of the statement and policy and DT confirmed it was included in the admissions meeting and home school agreement. Staff had to sign a copy. Policy approved and to be uploaded onto website.</p>	DT/LW 09/19
15)	<p>Key Themes of Meeting/Impact on pupils Commitment for WSAPC to be involved in WSCC 5 year education plan. New college accountability plan progressing. Strong process and governor support for recording and improving attendance. Strong processes and data in place for safeguarding Steps taken to ensure WSCC achieve merger of Worthing/Lancing Governor volunteer to work on accessibility policy review. Governor strategy meeting proposed for a September Saturday</p>	
16)	<p>Complete WSCC Governance Survey Governors thanked RA for his input. LR to submit to WSCC.</p>	
17)	<p>Dates of next meetings Proposal for 2019/20 attached. Learning and Standards will be included in FGB on 21/10/19 at 3pm. Pay meeting to be arranged for October. ND asked if governors felt they met frequently enough. Governors had discussed at the previous meeting the impact on staff of having meetings too regularly and after some discussion, agreed the most impactful way of learning about the school was seeing it in action; ie have lunch with the pupils, attend an end of day review meeting. SJC to send out termly calendar and governors to arrange with AHT appropriate visiting times. All governors were asked to organise at least one visit prior to the FGB on 21/10/19. FY highlighted how beneficial it had been for governors to be invited to INSET days at her previous school and LI commented on how valuable it had been for her to attend the training done on LGBT.</p>	LR 20/7/19

<p>Governors also expressed how useful they had found the September Saturday meeting to review progress and set direction. ND to propose a date for a Saturday governor meeting.</p> <p>Governors passed on their thanks to staff for all they had done during 2018/19.</p> <p>ND thanked FY for attending as an observer.</p> <p>Staff governor and FY left the meeting.</p>	<p>ND 20/7/19</p>
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SIGNED.....*Nick Dowling*..... DATE.....21st October 2019.....

ACTION GRID MAY 2019		
2	Ensure all governors have signed declaration of interests.	LR
3a	Arrange HT performance management for October	TY/BS/LW/DT/LR
4	Complete skills audit	LR/govs
4c	Photo & biog for the website Biog for website	EB EB/CM/LR/VI
6	Check all governors completed Educare safeguarding	BT
7	Ensure WSAPC involvement with WSCC education plan. Letter to Paul Wagstaff for diarised meetings.	SJC/DT/ND/BS
8	Find comparison data on attendance with another AP.	BT
8	Raise safeguarding concerns with WSCC on their lack of support for Complex Case Panels.	HE
8	Receive completed CAP at least 2 weeks prior to FGB	BT/DT`
10	Report on premises development plan to FGB	SJC
10	Possible letter to WSCC chief executive raising concerns on delay of Worthing/Lancing merger	DT/SJC/BS
12	Governors to write reports following centre visits. Attend sports day on 18/7/19 at Broadbridge Heath 10-1pm	All
13	Investigate adding lessons learned to CPOMS	HE
14	Governor support for accessibility review	DT/LW
17	Add a pay meeting prior to October half term.	DT/TY/ND/LR
17	Arrange date for governor strategy meeting.	ND/All