

WSAPC Full Governing Body

Tuesday, 21<sup>st</sup> May 2019

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

Tel: 01903 270460

3.00pm - 5pm

**FGB present: Doug Thomas (DT), Nick Dowling (ND), Shaun Jarvis (SJ), Lucy Ivankovic (LI), Richard Anderson (RA), Tim Yates (TY), Caroline Grainge (CG)**

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

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

MINUTES	
<b>1)</b>	<p><b>Welcome and Apologies</b> Apologies were received and accepted from Nick Dowling, Bob Smytherman, Liz Warne and Emma Brown. Tim Yates to chair the meeting.</p>
<b>2)</b>	<p><b>Declaration of interests</b> None. SJC wondered why governors' completed pecuniary interests in September and not at the same time as staff. It was agreed to bring them in line. LR to ensure pecuniary interests were signed in July 19 and then annually from April 2020.</p>
<b>3)</b>	<p><b>Chairman's Action</b> Nothing to report. <b>AOB</b> Governors were reminded of the invitation to attend the garden party at Burgess Hill on Friday, 23<sup>rd</sup> May at 12.30pm.</p>
<b>4)</b>	<p><b>Governance – governors to ensure all papers are read and approved prior to the meeting:</b></p> <p>a) <u>Terms of office</u> Governors unanimously agreed to co-opt Nick Dowling onto the board for a second term. LR informed governors of an approach from a lady with a lot of governance experience who now had a meeting arranged with Nick Dowling and had been invited to the July FGB.</p> <p>b) <u>Have governors completed Educare Safeguarding training</u> BT had sent the link to governors. TY to complete and LR to check with Bob Smytherman and Nick Dowling.</p> <p>c) <u>Confirmation all governors have DBS in place – governors appointed after September 18 need a Section 128 check</u> SJC confirmed the paperwork was in hand.</p> <p>d) <u>Governors still to arrange photo and biog for website photo: EB. Bio: TY, CG, LI, VI, EB</u></p> <p>e) <u>Skills Audit to be completed for July FGB</u> LR to send out paperwork so the results can be studied at the July FGB.</p>
<b>5)</b>	<p><b>Approval of last FGB minutes: 25<sup>th</sup> March 2019</b> Subject to amending item 4: HE had met with an EP <i>with regards to supervision</i> who could provide support...the minutes were approved and signed as a true record.</p>
<b>6)</b>	<p><b>Matters arising/Action Grid</b></p> <p>a) <u>Legal clarification on conversion to management committee</u> Governors were still awaiting clarification that WSCC expected them to be a management committee.</p> <p>b) <u>Update on meeting with Paul Wagstaff</u> Paul Wagstaff had responded immediately and positively to Nick Dowling's request for a meeting. However, he had not yet confirmed a date. DT reported on the lack of communication from WSCC and the challenges that posed for WSAPC. <b>Governors asked ND to chase Paul Wagstaff for a confirmed date.</b></p>
<b>7)</b>	<p><b>End of year Finance Report 2018/19</b></p>

	<p>SJC confirmed the provisional carry forward figure and governors checked no significant changes to the final figure were anticipated. They noted the WSCC credit error and were aware they had to be mindful this did not impact on future budget allocations.</p> <p>SJC flagged the increase in utility costs and governors agreed they had to focus on how to reduce consumption and they should continue to investigate sustainable energy sources.</p> <p>Close down figure still to be confirmed by WSCC.</p>	
8)	<p><b>Review and approve 2019/20 Budget</b></p> <p>The resources committee had recommended the budget with the addition of a 5% increase on IT spending and had carefully considered the three year budget. Governors discussed the high proportion of staff costs but noted the specialist provision needed for AP and the added complication of multi-sites. They were aware the majority of teaching staff were on UPS (upper pay scale) and understood why APC was not a natural starting point for NQTs (newly qualified teachers). DT confirmed they 'home grew' teachers when possible.</p> <p>CG asked about the impact of staff on long term sickness and SJC reported it had affected WSAPC both operationally and financially but they hoped that proactive steps put in place would limit the impact going forward. SJ commented on the value of the extra funding for focused areas for improvement such as attendance and vocational offers but noted that the budget was not rising in line. TY confirmed that if income stayed the same governors would need to ensure savings were found and the Resources committee had considered this. SJC reported on how WSAPC was keeping a firm control on the budget and the work the SLT would carry out if cuts were needed going forward.</p> <p>TY asked how hard it was to plan in the absence of budget figures for 2020 and SJC acknowledged the need for forward thinking. LI was concerned that there seemed to be no guarantee/confidence in future funding from WSCC. DT explained that in the absence of communication from WSCC on future plans for WSAPC it was impossible to know what might happen. HE reported on how she had inadvertently learned of WSCC funding for an AP in in Horsham despite the Burgess Hill primary being under capacity this year. No information had been forthcoming from WSCC.</p> <p>Governors recognised the issues with communication and reiterated the importance of getting a meeting with Paul Wagstaff. They recognised the work that had been undertaken to ensure WSAPC had been able to set a balanced budget and the resources committee would keep it carefully monitored.</p> <p>Governors noted the delegated DSG funding was £5,791.509 and they approved the total allocated 2019/20 budget of £6,777.928.</p>	
9)	<p><b>Discussion on proposed College Accountability Plan</b></p> <p>BT gave the context for the changes and reported on the new Ofsted criteria. Governors welcomed a more streamlined system which would guarantee a focused approach to school improvement. Staff would all work with the same vision and targets could be set over a shorter term. The CAP would replace the current reporting system to governors and ensure governors could identify specific areas for discussion.</p> <p>Governors sought confirmation that the new plan would not take up too much staff time or be too bureaucratic. BT acknowledged that it would be an extra work load for him to set up but once up and running, he anticipated it would save time. It would also give staff a strong understanding of pupils' starting point on arrival and ensure accurate data on achievement as well as vocational/enrichment and personal development were kept. Governors could see the benefits for their site specific monitoring and the value of having access to the narrative behind the figures. Governors asked to see a list of what would be included at their July meeting. Governors thanked BT for the excellent presentation and suggested that the system was used for a year, and that any additions that would be useful were noted and then incorporated in the following year.</p>	BT 3/7/19
10)	<p><b>Premises Report</b></p> <p>SJC reported on the issues they had faced with no premises manager and the inadequacy of the SLA provided by WSCC. However, she was pleased to report</p>	

	<p>they had recruited a new premises manager, a caretaker at Lancing and had advertised for a caretaker at Burgess Hill.</p> <p>Governors were aware that there was no provision in the budget for improvements and SJC confirmed they would be bidding for grant funding.</p> <p>SJ commented on the positive impact the new premises manager had had across the sites.</p>	
<b>11)</b>	<p><b>Questions on Committee minutes</b></p> <p>a) <u>Chalkhill</u></p> <p>i. <i>Appoint Vicky Barwood, ward manager at Chalkhill associate member on committee.</i></p> <p>SJ had worked with Vicky Barwood and felt she would be an excellent addition to the committee. Appointment approved.</p> <p>b) <u>Resources</u></p> <p>i. <i>Receive leadership structure chart and names</i></p> <p>Governors had received the structure chart and a full list of staff roles and names had been added to the meeting folder. LR to file in named sharepoint folder.</p> <p>ii. <i>Receive School Fund audit and decision on auditor</i></p> <p>Governors approved the audited school fund account. They agreed the fund should be kept separate from the budget share and appreciated the issues faced over one site raising the money and how that money was then allocated.</p>	<p>LR 30/5/19</p> <p>LR 30/5/19</p>
<b>12)</b>	<p><b>Governor Visit Reports</b></p> <p>RA had completed a report on his visit to Chalkhill. To be circulated with July agenda.</p> <p>Governors discussed the length of time a visit should take without impeding on the school day. It was agreed the introductory meeting would take a little longer but future visits should be completed within an hour.</p>	LR 3/7/19
<b>13)</b>	<p><b>Health &amp; Safety/ Safeguarding</b></p> <p>HE confirmed the report would be submitted at the July meeting. There were no significant issues to report. <i>HE informed governors of the Complex Case Panel WSAPC had set up and the lack of support from WSCC. Governors were aware of the recent Ofsted grading for WSCC Care Services and the importance of ensuring pupils were well supported. SJ reported that he had seen recent improvements in Burgess Hill following the inspection and governors were pleased WSAPC continued to highlight the issues.</i></p> <p><i>TY asked how behaviour had been since the last meeting. BT reported on the decrease in incidents, particularly with damage, and governors were pleased that the strong interventions put in place were having an impact.</i></p>	FGB 3/7/19
<b>14)</b>	<p><b>Policies</b></p> <p>a) <u>Accessibility</u></p> <p>DT felt the best approach was to set up a working group to study the needs across the sites. SJC confirmed the school was compliant with regulations and that adjustments had been made to accommodate a disabled staff member. <i>However, a review needed to take place and governors were asked to volunteer for the working group.</i></p> <p>b) <u>Confirmation new model complaints policy and policy for managing serial &amp; unreasonable complaints have been adopted and uploaded onto website</u></p> <p>Governors felt the statement on dealing with complaints could be misconstrued and asked LR to raise it with Governance suggesting that it confirmed all complaints would be 'managed professionally'.</p> <p>LR to raise with Governance. Governors approved the policy and SJC to format and upload onto the website.</p>	<p>All 10/6/19</p> <p>LR 30/5/19</p> <p>SJC 1/6/19</p>
<b>15)</b>	<p><b>Key Themes of Meeting/Impact on pupils</b></p> <p><b>ND agreed to do second term</b></p> <p><b>Press for meeting with Director of Education and Skills</b></p> <p><b>Balanced budget set for 2019/20</b></p> <p><b>New pupil assessment programme for staff/governors</b></p> <p><b>School fund audit completed</b></p> <p><b>Monitoring of pupils through complex case panel</b></p> <p><b>Improvement in behaviour statistics</b></p>	All

	<b>Plan for accessibility policy review</b>	
16)	<b>Complete WSCC Governance Survey</b> LR to complete and submit for approval. Governors raised the value of having at least one current parent on the governing body and asked that another attempt was made to recruit. LR to send MP the template papers for circulation and interested parents were invited to attend a GB meeting.	LR 30/5/19
17)	<b>Dates of next meetings</b> Wednesday, 12 <sup>th</sup> June, Learning & Standards at 4pm, Lancing Wednesday, 3 <sup>rd</sup> July, FGB at 4pm, Lancing <b>Proposal for 2019/20 attached</b> Governors were concerned about the number of meetings and onus on staff. After some discussion, they agreed to remove the first FGB meeting of the term and combine it with the learning and standards meeting on Monday, 21 <sup>st</sup> October. TY sent his apologies for the Resources meeting on Wednesday, 20 <sup>th</sup> November. ND to be asked to chair.	

SIGNED.....*Tim Yates*..... DATE.....3<sup>rd</sup> July 2019.....

ACTION GRID MAY 2019		
2	Sign declaration of interests, July	LR
4b	Complete educare safeguarding training	TY/BS/ND
4d	Photos for website required from EB Biogs required for VI, LI, TY,CG,EB	VI/LI/TY/CG/EB
4e	Complete skills audit prior to July meeting	All
6b	Chase Paul Wagstaff for promised meeting.	ND
9	Further details on college accountability plan to FGB	FGB agenda
12	Chalkhill visit report to next FGB	FGB
13	Health & safety/safeguarding report to FGB	FGB
14a	Governors asked to volunteer for working group to review accessibility policy.	All
14b	Raise confusing statement in policy with Governance. Format complaints policy for WSAPC and upload onto website.	LR SJC
16	Complete governor survey. Request for parent governors to be sent out. Send template letters to MP	LR
17	ND to be asked to chair resources meeting 20/11/19	ND