

WSAPC Full Governing Body & Learning & Standards Meeting

Monday, 21st October 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), Liz Warne (LW), Caroline Matthews (CM), Fi Young (FY)

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

Clerk to the Governing Body: Louisa Rydon (LR)

MINUTES	
<p>1) Welcome and Apologies Apologies were received and accepted from Tim Yates. Governors were sorry to learn of Vicki Illingworth's and Emma Brown's resignations from the governing body but appreciated their pressures of work. They passed on their thanks for the valuable work they had done for WSAPC and ND would contact Vicki Illingworth separately. LR confirmed that Emma Brown had asked Lawrence Caughlin from Spring Gardens Primary, Shoreham to take over. Governors unanimously appointed him as a co-opted governor and looked forward to meeting him at the next FGB meeting.</p>	<p>ND 1/11/19</p>
<p>2) Declaration of interests None.</p>	
<p>3) Election of Chairman ND was duly elected as chairman for a further year.</p>	
<p>4) Election of Vice Chairman TY was duly elected as vice chairman for a further year. LR to inform him.</p>	
<p>5) Chairman's Action and notice of AOB <u>Meeting with WSCC</u> ND reported on the meeting he and DT had with Paul Wagstaff, Ellie Evans and Helen Johns. He felt that WSCC had been more inclusive/cooperative than on the previous occasion and had confirmed they needed WSAPC's input into the new strategy. They had spoken positively about WSAPC's expertise and inclusion team. It was clear WSCC were seeking to change alternative provision but they had still failed, to date, to consult with the experts at WSAPC. Governors were concerned to learn of the proposal which did not appear to be backed up with any tangible plans. They understood it was the national direction to aim for no permanently excluded children within 2 to 3 years. However, they could not believe the Director of Education was freely talking about ceasing permanent exclusions without any formal notification or consultation, despite the significant impact it would have on WSAPC staff. Governors were of the opinion that the expertise for managing these pupils and ensuring they received the best education lay with WSAPC staff. Governors were adamant staff should be informed of the thinking at WSCC. They believed the expertise of WSAPC staff would be needed in any new settings and wanted to avoid losing excellent staff during the uncertainty. DT confirmed the SLT would meet to discuss the best way of letting staff know before they heard through the 'rumour mill'. <p style="text-align: right;"><i>LI joined the meeting.</i></p> <p style="color: red;">BS commented on the change of leadership at WSCC and felt it was an opportunity for WSAPC to guarantee they were listened to and involved in decision making. On discussion, ND agreed to write to Nigel Jupp and Paul Marshall requesting a meeting with DT, BS and ND. LI stressed the importance of having a plan for the meeting to ensure the maximum benefit and enable WSAPC to inform any strategic planning carried out by WSCC.</p> Governors were mindful that the long term aim was to reduce secondary school permanent exclusions as well. Governors discussed their options and the importance of being proactive to safeguard the quality of education for children. They recognised they were a strong governing body and were in a good position with a current Good</p>	<p style="color: red;">SLT 25/10/19</p> <p style="color: red;">ND 1/11/19</p>

	Ofsted grading. They considered the situation at WSCC where Children's' Services had been taken out of their control and the changes to the Education Service. It was agreed this was the time for a second look at Academisation and SJC had been doing some background work. LW reported on her very positive experience with converting to an Academy.	
6)	<p>Governance – governors to ensure all papers are read and approved prior to the meeting:</p> <p>a) <u>Governors still to sign declaration of interests</u> Completed.</p> <p>b) <u>Confirmation all governors have DBS in place – governors appointed after September 18 will need a Section 128 check</u> Clare Griffin was liaising with Fi Young.</p> <p>c) <u>Code of Conduct (attached for signature)</u> Received. TY still to sign.</p> <p>d) <u>Governor details for publication on website (attached)</u> Approved and LR to send for publication.</p> <p>e) <u>Governors snapshots on the website</u> Bios still outstanding – ND, CM, LI, FY</p> <p>f) <u>Confirmation of Committee membership & Centre allocations (attached)</u> LI – Safeguarding. Arrange meeting with HE. ND - Whistleblowing. FY – Health and Safety. Arrange meeting with SJC. ND – Burgess Hill, LI – Burgess Hill, BS - Worthing & Lancing, TY - Littlehampton & Chichester, RA – Chalkhill.</p> <p>g) <u>Approve Committee Terms of Reference & telelinks policy (attached)</u> LR to remove reference to Beechfield. After discussion, it was agreed learning and standards should remain a stand-alone committee, just combining with the first FGB of the autumn term.</p> <p>h) <u>Any progress on parent governors</u> LR to send parent documents to Matilda Roach. LR to check with Governance if a staff member from one of the children's homes could take the place of a parent governor in view of the difficulty with recruitment.</p>	<p>FY 2/12/19 TY 20/11/19</p> <p>LR 25/10/19</p> <p>LI/HE 2/12/19</p> <p>FY/SJC 2/12/19</p> <p>LR 1/11/19</p>
7)	<p>Approval of last FGB minutes: 3rd July 2019 and Learning & Standards minutes: 12/6/19 The minutes were approved and signed as a true record.</p>	
8)	<p>Matters arising/Action Grid</p> <p>a) <u>Have all governors completed Educare training?</u> Governors were reminded to complete the training and BT to organise a resend of the email link.</p> <p>b) <u>Is there a comparable AP attendance data available for comparison</u> Included in CAP report.</p> <p>c) <u>Sports Day</u> SJ confirmed Sports Day had been rearranged due to the weather and had been a successful day.</p> <p>d) <u>Governor meeting</u> It had not been possible to arrange a governor meeting during the holidays. Governors agreed their next meeting (2nd December) should focus on governor strategy.</p> <p>e) <u>Inset Day</u> Governors were invited to attend the Inset Day planned for 10th January.</p>	<p>BT 8/11/19</p> <p>Agenda 2/12/19</p> <p>All 10/1/20</p>
9)	<p>Report on on progress with WSCC</p> <p>a) <u>WSCC Education Plan</u> Reported in item 5.</p> <p>b) <u>Worthing/Lancing merger</u> SJC confirmed WSCC had made no progress and that it was understood it was tied up with the SEND Strategy review. Governors were concerned with the delay and asked ND/DT to raise with the Cabinet Member for Education.</p>	<p>ND/DT 2/12/19</p>
10)	<p>Premises Report Governors thanked SJC for the comprehensive report. SJC explained the reasons for the overspend on premises. LI asked about the damage to doors and DT reported on the issues with locked doors and confirmed that Team Teach focused on de-escalation</p>	

	<p>practices. He was confident staff had the relevant skills and confirmed the January Inset included a session on behaviour. The committee recognised the challenge for staff but also noted the importance of carrying out repairs quickly to ensure the centres were positive environments for learning.</p>	
11)	<p>Health & Safety/ Safeguarding Report HE reported on two LADO referrals. Governors discussed the changes to Children's' Services and the agencies involved. They appreciated the number of high risk pupils at WSAPC and the importance of outside support. HE reported on the escalation policy and was encouraged by how proactive the Safeguarding Children's' Partnership had been. Governors were disappointed to learn of a change of personnel at the Partnership. DT commented on a high profile case involving past pupils for governors to be aware of.</p>	
12)	<p>Data Review – all details are in the CAP/Headteacher's Report. Governors thanked DT for his report and BT for the progress checker. They considered the profile of students and understood the numbers appeared to be as high as the previous year. FY asked for an additional column to explain why a pupil had been referred.</p> <p><u>Attendance</u> Governors asked whether a 3% increase in attendance was a good return for the amount of work carried out. BT commented on the target to reduce the high number of unauthorised absence from 26% to 20% which would ensure attendance rose to 70% comparing well with other APs. Governors studied the figures on rising unauthorised absence and recognised contributing factors such as limited transport options, complexity of students and longer stays. They also noted the impact on attendance during reintegration as it counted as absence. Governors asked that this information was added to the report to give a truer picture of attendance.</p> <p><u>ECHPs</u> Governors continued to be concerned about the number of pupils with ECHPs and their length of stay. SJ hoped improvements would be made when the Send Strategy review had completed. Governors recognised the benefit of being an Academy to set their own admissions criteria and to work on their scope to provide special school places.</p> <p><u>Behaviour</u> On questioning, DT explained how positive handling within school worked for students and staff. He confirmed figures looked high for the second part of the summer term because of the decrease whilst exams took place earlier in the term. CM commented that on SIMS staff could only log one behaviour incident and she was concerned behaviour could not be recorded accurately. BT confirmed it was an area he was working on and HE reported on the reintroduction of termly reviews from each centre to ensure there was a true picture recorded from each.</p> <p><u>Student Voice</u> Governors recognised the value of hearing positive stories from past students on the difference APC had made for them. DT reported on one past student who was willing to come in to talk about her experience and governors asked DT to raise the idea of her joining the governing body.</p> <p><u>Pupil Attainment Review</u> Governors reflected on the positive year 11 results and the importance of ensuring students saw the benefits of good attendance. They appreciated the impact subject leaders would have working across the centres and the new assessment system that identified gaps in learning. By developing online access and resources, the leadership team believed progress and attainment would develop further. BT confirmed measures in place to improve progress in KS3 and how the assessment system had been improved. Governors were pleased to note the work being done to improve the quality of provision, quality assure the work being done and develop and broaden the scope of the provision.</p> <p><u>Staffing</u> Governors observed the solution to two long term absence situations. They appreciated the challenge to staff of working within APC and were aware of the work the leadership team were investing in wellbeing.</p>	<p>BT 2/12/19</p> <p>DT 2/12/19</p>

13)	What steps have been taken to ensure School Leaders/Governors are prepared for Inspection under the new Ofsted Framework? The CAP was being adjusted to ensure it met the new Ofsted focus areas and would be reviewed termly by the SLT. SJ commented on how user friendly it was and how it facilitated self-evaluation. Governors also noted it was an excellent basis for them to use for governor visits. RA suggested using an additional colour, such as blue, for targets that had not yet been reached but were in progress and FY asked for an additional column giving the date each initiative was started. RA sought confirmation from the leadership that there would be a separate report for Chalkhill.	BT 2/12/19 DT/BT 7/11/19
14)	Confirmation Headteacher performance management booked for 21/11/19 at 10.30am Confirmed.	
15)	Date of School Link Adviser Visit (achievement & outcomes)	
16)	Governor Visit Reports (forms attached to be read prior to meeting and any questions) None to report.	
17)	Policies a) <u>Update on Accessibility policy review</u> DT/LW to set a date to review the policy. b) <u>WSCC amendments to Safeguarding & Child Protection – personalise for WSAPC & uploaded onto website</u> Approved. SJC to upload onto website.	
18)	Key Themes of Meeting/Impact on pupils Meeting to be arranged with WSCC to discuss future for WSAPC. Strategy meeting set for next FGB. CAP embedding into school use and supporting attainment/progress and self evaluation. Increase in attendance. Working towards new Ofsted criteria.	
19)	Dates of next meetings Resources - 20 th November at 3pm FGB – 2 nd December at 3pm	

SIGNED.....*Nick Dowling*..... DATE.....2nd December 2019.....

ACTION GRID OCTOBER 2019		
1	ND to send note to Vicki Illingworth	ND
5	Make staff aware of WSCC plans for WSAPC	SLT
5	Arrange meeting with Paul Marshall & Nigel Jupp with ND/DT/BS.	ND
6b	Arrange section 128 check with Clare Griffin.	FY
6c	Sign code of conduct	TY
6d	Biogs for website	ND,CM,LI,FY
6f	Liaise on safeguarding	LI/HE
6f	Liaise on health and safety	FY/SJC
6h	Send parent governor election forms to T Roach. Check if children's home staff member could take parent governor place.	LR
8a	Resend Educare logins	BT
8d	Governor meeting focusing on strategy at next FGB	Agenda
8e	Governors invited to INSET on behaviour, 1/10/19	All
9b	Raise Lancing/Worthing merger at WSCC meeting	ND/DT
12	Add column in data review - reason for referral	BT
12	Add background story to attendance data	BT

12	Approach past student re governor role	DT
13	Extra column for CAP with start date. Additional RAG colour for in progress.	BT
13	Separate report/CAP for Chalkhill	BT/DT
17a	Meeting to discuss accessibility policy	LW/DT
17b	Approved Safeguarding & Child protection policy onto website.	SJC