WSAPC Full Governing Body Meeting

Monday, 19th September, 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), Jackie Shepheard (JS), Maggi Bruce (MB), Cathy Meyer (CM), Bob Smytherman (BS), Doug Thomas (DT), Lisa Guiel (LG), Candida Reece (CR), Nick Dowling (ND), Chris Woodcock (CW)**

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

**Also present: Sam Channon, School Business Manager**

**Louisa Rydon (LR): Clerk to the Committee**

MINUTES

1. **Welcome and Apologies**

Apologies were received from Kelly Wilson.

1. **Declaration of Pecuniary/Business Interests (form attached to sign)**

Governors completed and returned the forms.

1. **Election of Chairman**

VI was nominated to continue in her role as chairman. VI noted her reservations about not being able to commit more time to the role. DT commented on the strength of the governing body and VI’s positive contribution. VI accepted the nomination and was duly elected as chairman for a further one year term.

1. **Election of Vice Chairman**

SCC felt she could not take up the nomination as she was stepping down from the governing body at the end of year. After careful consideration, ND was nominated as vice-chairman with JS acting in support to both VI and ND. ND was duly elected as vice-chairman for a one year term.

Governors thanked VI, ND and JS.

1. **Governance:**
2. **Governor Vacancies & Confirmation all governors have DBS in place**

Governors & clerk without a DBS handed in the relevant paperwork to ensure all had a DBS in place.

1. **Review Constitution (Instrument of Governance attached)**

Governors discussed the current vacancies on the governing body. SCC flagged up the challenges in recruiting parent governors and the potential conflict of interests for head teachers buying into the service. Governors were mindful of the skills required during the academy application process and of the changes that would be made to the Board. They agreed that human resources and commercial law expertise were areas that should be strengthened and asked LR to contact SGOSS and to inform the LA of the required skills.

Governors approved the appointment of Carolyn Dickinson in place of Siobhan Denning and DT and BS commented on the excellent skills set she had.

1. **Code of Practice (attached for signature)**

Governors approved and signed the code of practice.

1. **Website Checklist & Governor details for publication on website (attached)**

Governors had received the new checklist and understood the school had it in hand to confirm they met the criteria. BS as website governor undertook to run an audit and report back to the next meeting.

Governors approved the 2015/16 governor list for the website.

1. **Request from WSCC for Chalkhill & Beechfield meeting dates and attendees**

SCC informed governors of a request to attend Chalkhill and Beechfield meetings. Governors discussed the principle and agreed that as a governing body all meetings were closed, and invitations were made by the FGB.

Governors discussed the remit of the committee for Chalkhill and Beechfield and that it was not a management committee. SJC commented on the confusion at WSCC and governors stressed the importance of ensuring there was complete clarity. They discussed the possibility of having a working group in place of the committee and on questioning, SMC stressed the value of separate monitoring process for Chalkhill and Beechfield. The discussion continued under item 11.

1. **Confirmation of Committee membership & Centre allocations**

The committee membership was confirmed. ND to attend the next HT performance management review as an observer with the view to taking over from SCC.

New committee membership and centre allocations attached to minutes.

1. **Approve Committee Terms of Reference**

The terms of reference were approved.

1. **Protocol and format for Governor Visits**

Governors had received the protocol and standard forms which they approved. SMC confirmed heads of centre would put their key QIP points into the forms.

1. **Review Subscription to The Key**

Governors who regularly accessed The Key highlighted its worth. SJC was asked to check the subscription rate for governors for future reference and to recirculate governor log ins.

1. **Approval of minutes of last meeting: 27th June, 2016**

The minutes were approved as a true record.

1. **Matters arising/Action Grid**

LG and KW to submit photos for the website.

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

None.

ND confirmed he was meeting Deborah Myers as part of his role on the WSGA. He had attended the Governance Briefing and highlighted the emphasis on governor involvement at meetings with the Support and Intervention team and the need to demonstrate CPD in their governance role.

LR confirmed all governors had received the Autumn Term briefing papers.

1. **Report from Co-Heads (SMC/DT)**

DT took governors through the report. Governors questioned the current staffing complement and were pleased to learn that there was a good staffing level. SMC/DT responded to questions governors had and SJC explained the new Cook and Eat initiative. Governors read the report from Paul Murphy, WSAPC’s new school improvement adviser.

Attainment

SMC reported on the data and governors were pleased to note the progress and levels of achievement made across subjects and centres. They particularly highlighted the excellent results from Burgess Hill and Worthing. They discussed the discrepancy between the figures published by WSCC as linked pupils were counted. Governors clarified how linked pupils worked on the WSAPC role. JS reported that schools were also asked to take linked pupils onto their role and CW confirmed they received clear information on the small number of pupils they were asked to take. SMC confirmed they had written confirmation that WSAPC had no responsibility for linked pupils but they had asked the new link adviser for more information on the data.

1. **Report on Academisation process (Working Party)**

SJC reported that David Wright from the DfE was WSAPC’s contact. Governors understood the criteria required to become an academy and gave the go ahead to research possible academy sponsors. Report to next meeting.

1. **Annual Safeguarding Audit (safeguarding to be permanent item on FGB agendas)**

Governors approved the safeguarding audit and commented on the value of the document.

SMC reported on the Ofsted outcome at Beechfield. Governors discussed in great detail the reasons behind the findings and the impact on staff. They were concerned to learn of the recent unannounced visit by WSCC to inspect the provision.

SCC explained how visits at Beechfield worked and confirmed the previous education Ofsted had been good. She highlighted the excellent work undertaken on the recommendations made following the last Ofsted report and governor monitoring undertaken. Governors discussed the challenges of the pupils in Beechfield at the time of the inspection and questioned the next steps. They considered the employment terms for Beechfield staff and were aware there was an SLA in place which had never been signed by WSCC. ND asked about the proposed expansion plans at Beechfield and SMC confirmed it seemed they had been put on hold.

BS was extremely concerned that as a county councillor he had not received information on the Ofsted report. He agreed to write to Annie MacIver with a copy to Stephen Hillier to establish the details. SJC/SMC/DT would meet with Paul Little and SCC was happy to attend as chair of the Chalkhill & Beechfield committee. SMC confirmed WSAPC was currently waiting for the LA report following the inspection.

Governors thanked SMC for the work she was doing and asked her to pass on their thanks and best wishes to Beechfield staff with a letter from the chairman of governors.

1. **Feedback from Student Survey**

Referred to Learning and Standards.

1. **Policies (SMC/DT)**
2. Review Policy list

Up to date and approved.

1. Adopt changes made to WSCC complaints policy

Approved and WSAPC version to be uploaded onto website.

1. **Agenda for next meeting**

Health and Safety – to be discussed at next Resources meeting and decision on whether to become standing item on FGB agenda made at next meeting.

Request substitute governor for Education & Skills Forum when VI unable to attend.

1. **Date of next meeting**

Wednesday, 23rd November 2016 at 3pm, Lancing

**ACTION GRID**

**SEPTEMBER 2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute**  **no** | **Item** | **Action** | **Action by** | **Status** |
| 5ii | Governor recruitment  Co-opted governor | LR to inform SGOSS of vacancies and skills required.  LR to inform LA of skills required for vacancy.  VI to confirm Carolyn Dickinson as new co-opted governor. | LR  VI | Done  Done  Resigned as HT |
| 5iv | Website checklist | BS to run audit on website using checklist | BS | Website compliant. BS to report at next meeting |
| 5ix | The Key | SJC to send log ins to governors & check subscription costs | SJC | Done |
| 7 | Website photos | KW/LG to send LR photo. | KW/LG | Photo from LG received |
| 10 | Academy | Research possible sponsors | DT/SMC | Agenda |
| 11 | Clarify status/governance for Beechfield & Chalkhill  Letter of thanks | BS to write to Annie MacIver.  SMC/DT/SJC/SCC to meet Paul Little/WSCC reps  Send letter recording governor appreciation to all Beechfield education staff | BS  SMC/DT/SJC/SCC  SMC | Done  Done |
| 12 | Student Survey | L&S agenda | LR | Agenda |
| 13 | Model complaints policy | Personalised to WSAPC & uploaded onto website. | SJC | Done |
| 14 | Health & Safety | Agenda resources. | Agenda | Done |

**SIGNED…Vicki Illingworth …………… DATE…………23/11/16**……**…………….**