WSAPC Full Governing Body/Resources Meeting

Wednesday, 17th May 2017

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

**Governors present: Vicki Illingworth (VI), Stevie Crowther (SCC), Jackie Shepheard (JS), Maggi Bruce (MB), Cathy Meyer (CM), Doug Thomas (DT), Lisa Guiel (LG), Nick Dowling (ND), Mike Garlick (MG)**

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

**Also present: Sam Channon (SJC), School Business Manager**

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

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| **MINUTES** | | | |
|  | **Welcome and Apologies**  Apologies were received and accepted from Candy Reece. Chris Woodcock and Bob Smytherman did not attend the meeting. Deborah Myers had been invited to attend but SMC confirmed DM planned to visit Beechfield the following day. |  |
|  | **Declaration of Interest**  SMC: part of leadership changes. |  |
|  | **Approval of minutes of last Resources minutes: 15th February 2017**  The minutes were approved and signed as a true record. |  |
|  | **Matters arising/Action Grid**   1. Governor Development Day   No date had been confirmed. VI stressed the importance of arranging a day and asked SMC/DT/SJC to suggest three dates in July/September so governors could  diarise the date.   1. The Key – governor logins   SJC would ask for the login information to be resent to all governors. | SMC/DT/SJC 26/5/17  SJC 26/5/17 |
|  | **Notice of AOB**  None. |  |
|  | **Confirm date and Governor Action for Link Adviser Summer term visit**  JS had flagged up the need to be thoroughly prepared for the Link Adviser visit and potential Ofsted and governors discussed the questions posed by WSCC. Governors varied in their response on the impact they felt they had. SCC commented on the value of the audit trail, highlighting areas of minutes where data was analysed and benchmarked and any decisions were made.  *DT left the meeting to cover an emergency.*  After careful discussion, it was felt an additional governance line within the QIP would be a beneficial way to assess the impact governors were having. DT/SMC to action. ND commented on the value of the QIP at evidencing actions and outcomes and asked all governors to ensure they were very familiar with it. Governor visits would then focus on the identified key issues and the visit forms would include the key points to consider. Governors would work with the head of centre when completing the visit reports. All governors were asked to carry out centre visits before the end of term.  Governors suggested a further strand of evidence would be to note at the end of each meeting the key topics dealt with in the meeting. LR to add an agenda item.  VI asked SMC/DT to confirm with governors the link adviser visit date and follow up on how Miriam Hill was.  Governors suggested they carry out a second governance review at their June meeting and consider their structure in the light of the changes following the cost reductions. There clear aim was to ensure that the key to all decisions they made was to provide the best for all pupils.  *DT re-joined the meeting.* | SMC/DT 27/6/17  All 14/7/17  SMC/DT 26/5/17  Agenda 27/6/17 |
| 1. **Bee** | **Finance Report**   1. Overview of Current Financial Situation across WSAPC   SJC reported on the year end figures and explained WSAPC were waiting for WSCC confirmation on the final close down figure and a small overspend was anticipated.   1. Draft Budget for 2017/18 for Approval   SJC confirmed that with the cost reductions in place she was confident WSAPC would meet the proposed budget. Governors were aware of the pressures on the budget, and SJC felt with strict control and with plans in place to drive costs down, the budget would balance at the year end. She did note the situation with Cook and Eat at Crawley and the urgent priority to improve the kitchen. She suggested using the projected underspend for 2018/19 to offset the costs for the work to be done over the summer holidays. Governors recognised Cook & Eat had become a core part of the curriculum and MB asked about the possibility of introducing Cook and Eat at Burgess Hill. SJC confirmed it was an aspiration but currently unaffordable without external funding.  MG asked why the support staff cost centre had risen so much; SJC would clarify but felt it was because WSAPC had not insured with WSCC this year so the insurance premium was included.  Governors asked for the reason for the drop in general curriculum and understood it was the decision not to commission college places going forward. MG asked for reassurance that the cuts in funding were not having a detrimental impact on pupils. SMC/DT stated specific plans were being established to give KS4 pupils access to a broad curriculum and governors asked the next Learning and Standards meeting to study the plans.  MB asked about the SENCO funding and SJC explained additional funding was anticipated through the year.  Confidential Minute  *SMC left the meeting for confidential item.*  *.*  Chalkhill & Beeechfield Budget  Governors were aware that the Beechfield budget had never been sufficient to cover the staff costs and so the Beechfield/Chalkhill budgets had historically been pooled to balance the budget. There had been no increase for 2017/18 and governors had approved the leadership cost savings. WSCC had asked for further cost savings and WSCC had indicated they would not approve any non-statutory spending. SJC confirmed the further costs savings made and governors were determined to continue the provision for post 16s at Chalkhill. They realised it was non-statutory but were very conscious how devastating its withdrawal would be for pupils. SJC confirmed the savings proposed would protect the post 16 provision and that she was confident the £19k overspend forecast would be reduced and the budget would be met. She noted the need for continuing reductions for 2018/19 and 2019/20.  Governors unanimously approved the budget on the understanding WSCC met the agreed redundancy costs. Governors passed on their thanks to SJC for all her work and extra liaison with WSCC. | SJC 26/5/17  L&S 22/5/17 |
|  | **Staffing Report**   1. Staff Structure   Post consultation the staffing structure had been finalised. Following concerns raised at the last meeting, MG asked how Chichester was running. DT updated governors on staff returns to work, though noted there was still some staff absence. He reported on the planned next steps for the Centre. JS confirmed she had a visit planned for 30/6/17 and was in contact with the Head of Centre.   1. Staff Response and Wellbeing   DT commented on the impact felt by assistant head teachers following the staff reduction process. He reported on the work being carried out to support staff in the light of the changes and coaching in place. ND had been involved with the recruitment for the deputy head positions and had been hugely impressed by the strength of the staff team and their ideas for developing WSAPC. MG asked if there was a risk of losing staff who had not been successful in the process and governors understood they had to be aware they might and that DT/SMC were working very closely with assistant heads giving them the opportunity to be more strategic. VI asked that governors had a full report on proposed CPD at their next meeting.  Governors discussed the impact on staff with the staff governors present and stressed the importance of strong support/communication and CPD opportunities. | Agenda 27/6/17 |
|  | **Update on Premises**  SJC outlined the building works planned for the summer holidays using the carry forward capital expenditure. SMC reported on the SLA meetings with Flintstones and Northbrook. She had been given to understand there would be no changes following the Northbrook merger but would keep governors updated. |  |
|  | **Safeguarding & Health & Safety Update**   1. Safeguarding & Prevent   Governors had received the report detailing referrals from 1/9/16-5/5/17. SMC confirmed CPOMS was now up and running which would allow electronic reporting and would give a clear overview. Governors asked how staff were equipped to cope with the cases they had and SMC reported on the CPD in place and the support. Staff governors agreed that staff were supported well during safeguarding incidences. SMC/DT highlighted the self-evaluation carried out on safeguarding issues which would inform training. MG asked if any channel referrals had been made. SMC/DT confirmed there had been two and outside agency support had been given and no further action had been deemed necessary.   1. Health & Safety   The audit had been completed and returned an increased score. SMC/DT reported on the positive work carried out and the focus areas to improve reporting and ensure it was consistent across the centres with targeted training was put in place. Governors asked what evidence there was to show the centres met health and safety guidelines and SMC/DT confirmed the self-evaluation did and that WSCC were carrying out an inspection in June and the report would be sent to governors. | SJC 27/6/17 |
|  | **Policies to Review**   1. Scheme of Delegation   Governors approved and signed the reviewed document.   1. Statement of Internal Control   SJC had distributed the new version. Governors had completed the schools financial values services in March and were satisfied they robustly challenged and held the school to account for financial control. Approved and signed by chairman of resources and FGB.   1. Clarify Paracetamol administration procedures as recommended at last Resources meeting   ND had raised his concerns and SJC had lodged them with WSCC. Governors confirmed the policy was in place and staff governors reported that staff were confident about medicine administration. |  |
|  | **Governor Visits to Report**  JS had visited North Mundham and SCC had carried out a work scrutiny visit at Chalkhill.  All governors were asked to carry out visits before the end of the summer term. The revised visit form would be approved at the next FGB and then sent to heads of centres so they understood the remit of a governor visit. | All 27/6/17 |
|  | **Revised Declaration of Business/Pecuniary Interests form – to be signed and returned at the meeting**  Signed and returned by governors present. BS/CR/CW/MG still to sign. | BS/CR/CW/MG |
|  | **AOB**  Money raised by Burgess Hill Friends  CM sought reassurance that any money raised by the Friends at Burgess Hill would be for the benefit of Burgess Hill rather than being absorbed into the WSAPC pot. SJC clarified that the change to the accounting system was purely for a simpler auditing process and that the money would be protected for Burgess Hill use. |  |
|  | **Key themes of meeting**   * New visit reports to maximise impact of governor visits. * Commissioned Learning and Standards to monitor KS4 provision following the impact of cost reductions. * Commissioned FGB to study appropriate CPD in place following the impact of cost reductions. * Challenged and approved budget for 2017/18. |  |
|  | **Dates of next meetings**  Learning & Standards, Monday, 22nd May, 4pm, Lancing  FGB, Tuesday, 27th June, 3pm, Lancing |  |

SIGNED………Vicki Illingworth………………….. DATE………3rd July 2017…………….