WSAPC Full Governing Body Meeting

Monday, 23rd November 2015

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 (SCr), Maggi Bruce (MB), Bob Smytherman (BS), Doug Thomas (DT), Kelly Wilson (KW), Candida Reece (CR), Nick Dowling (ND), Chris Woodcock (CW)**

**Associate member: Sheila Carroll (SCa)**

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

MINUTES

1. **Welcome and Apologies**

Apologies were received from Jackie Shepheard, Siobhan Denning, Cathy Meyer, Anita Potter, Lisa Guiel and Ann Nixon. The governors discussed the reasons for each governor’s non-attendance, and whilst they appreciated they were all valid reasons, they noted the importance of consistent attendance at meetings. It was agreed that if governors were unable to attend consistently, they should speak to VI/SCr. The possibility of attending meetings through telelinks was also discussed (see 3v).

1. **Declaration Interests**

None.

1. **Governance:**
2. Review of Governance (SCr)

SCr asked governors to take a section each of the review form and highlight the comments they felt most applied to WSAPC governing body. The governors then went through the form together and discussed areas where they felt they could be stronger. SCr reported on Contender Charlie training she had attended and governors appreciated that ethos and vision were qualitative and did not need to depend on funding. They also noted the particular challenges they faced with short stay pupils and no Raise Online/Dashboard Data. It was agreed further work needed to be carried out to explore exactly who the stakeholders were to ensure active engagement with them took place.

Governors noted the need to update the website with governor profiles and that all governors had lanyards.

The governors were encouraged that the majority of statements fell into category 1 or 2 as reflected by the Ofsted grading. SCr took the highlighted copies away and would run a session during the next governor body meeting on follow up actions for the year.

1. Membership of Chalkhill & Beechfield committee (SCr)

SCr asked for a volunteer governor for the Chalkhill and Beechfield committee and was delighted that ND put himself forward.

1. Allocated governor for Inclusion team

SCr highlighted the value of having an allocated governor for the Inclusion Team. CW and CR agreed to share the role with CW meeting in Littlehampton and CR in Burgess Hill. SCr/DT to ask the Inclusion team to make contact with CW/CR.

1. Governor website information (LR)

LR had completed the template for display on the website. LR to send to Rebecca Newey.

1. Telelink policy for approval (LR)

The Governors approved the telelink policy in principle and asked SCa/DT to verify if the technology was in place.

1. Governor training (LR)

In the absence of a link governor, LR was keeping a record of governor training. Governors to forward date and type of training attended for the records. LR to forward links for training opportunities to governors.

1. **Approval of minutes of last meeting 21st September 2015.**

The minutes were signed and approved as a true record.

1. **Matters arising/Action Grid**

None.

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

None.

1. **Questions on Minutes**
2. Resources (ND)

It was confirmed that the headteachers’ pay recommendations would be approved at the Spring meeting.

1. Learning and Standards (SCr)

Nothing to add to the minutes.

1. Chalkhill and Beechfield (SCr)

SCr updated governors on staffing at Chalkhill & Beechfield.

1. **Report on Performance Management of Co-Head Teachers (JS)**

SCr confirmed the meeting had taken place with the Independent Adviser, Jenny Martin. The headteachers had been robustly interrogated and challenging targets had been set for the year.

1. **Co-Heads Report to include pupil premium and CLA (SCa/DT)**

Governors understood Steph Hill, the school business manager had resigned to take up a new post. The governors discussed Steph Hill’s very valuable contribution to WSAPC as it set up as a school and passed on their appreciation for her hard work and sadness that she was leaving. They clarified that an advertisement was in hand and being placed in relevant places. They noted that SH felt the skill base of her team was sufficient to manage the role until a replacement was found and that SH’s new employer had indicated they would be happy to release her for some support. The governors were keen to take her up on this offer.

SCa reported on WSCC’s Ofsted inspection.

The governors thanked SCa/DT for their comprehensive report. CW commented on how well it was laid out and asked if an indication of the pupil premium budget could be included in future.

1. **Quality Improvement Plan (QIP) (SCa/DT)**

Governors had received a more focused form of the QIP and SCa confirmed that all centres were using it to develop their own bespoke QIP. The QIP was linked into targets following the appraisal process. VI asked for a staff structure list to be filed in the dropbox to ensure governors were aware of the staff members when visiting centres.

1. **Next steps on Academy Options and Focus for WSAPC (VI)**

ND had carried out research on academy status and VI/SCr/SCa/DT had met to discuss next steps. VI had sent a letter to Jay Mercer requesting information and clarity and had received a holding letter dated 21st October. No further letter had been received. Governors understood their next step would be for Nigel Bloodworth to refer the application to the DfE to start the formal process. They had a very detailed discussion on the implications for aacdemisation of WSAPC. Their concerns, at this stage, were the lack of clarity from WSCC and that WSAPC would be recruiting for a new business manager.

BS, as the LA representative on the Board, suggested he email Jay Mercer (cc Jeremy Hunt) expressing governors’ disappointment that no reply had been received and asking to start a dialogue with the council on the questions raised in VI’s letter.

Governors noted the value of VI’s role as special schools rep on the Education and Skills Forum which gave her an insight into WSCC’s plans.

VI reported on an invitation to her as chairman of WSAPC governors to the next Secondary Heads’ executive. CW felt it was to give heads an opportunity to understand APC provision, and governors agreed that VI should only go if she felt comfortable and questions were submitted in advance.

Governors agreed to give the Academy working group authority to continue the investigation on the possibility of pursuing academy status and that the process should be kept under review.

KW asked VI to forward any information on the process so far.

1. **Policies (SCa/DT)**
2. Local Offer and SEND policy

The FGB formally approved the policies which had been recommended by Learning and Standards. VI sat on the SEND Board and asked SCa/DT to submit a piece for the January newsletter sharing good practice.

1. Pay amendments

The FGB approved the revised model policy noting that the detail on SEN allowances had been taken out as not applicable to WSAPC.

1. **Annual Safeguarding Report to Governors (SCa/DT)**

Governors received the safeguarding reports for WSAPC and Chalkhill and approved them subject to a spell check.

1. **Report on Governor Visits**

ND had completed his visit report for Crawley. SCr confirmed she and Graeme Cornell (associate member Chalkhill/Beechfield) had carried out visits at Chalkhill and Beechfield and she would forward the completed report.

CW suggested that governors asked by email for specific areas to study/question when visiting to ensure centre head’s got maximum value from visits.

1. **Agenda for next meeting**

Feedback on governance

Update on academy options

Stakeholders (summer meeting)

1. **Confirmed Dates of next meetings**

Chalkhill and Beechfield: Thursday, 21st January 2pm Beechfield

Resources: Wednesday, 27th January 3pm Lancing

Learning and Standards: Wednesday, 2nd March 4pm Lancing

FGB: Monday, 21st March 3pm Lancing

Chalkhill and Beechfield: Thursday, 5th May 2pm Chalkhill

Resources\*: Wednesday, 18th May 3pm Lancing

*(\*Budget meeting – all governors invited)*

Learning and Standards: Monday, 6th June 4pm Lancing

FGB: Wednesday, 29th June 3pm Lancing

**ACTION GRID**

**NOVEMBER 2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute**  **no** | **Item** | **Action** | **Action by** | **Status** |
| 3i | Governance | SCr to compile results and bring back recommendations for governor actions. | SCr | Done and submitted to governors with agenda |
| 3iv | Governor information on website | Update with governor profiles, governor template and ensure governors all have lanyards. | LR/  Rebecca Newey | Agenda |
| 3v | Telelink policy | APC to check technology in place for telelinks to meetings. | SCa/DT | Investigated. Not possible at present. |
| 3vi | Governor training | List attached to minutes for updating. Links for training included. | LR/All | Done. |
| 7i | HT pay recommendations | To be approved at Spring pay resources/meeting. | Agenda | Done |
| 10 | QIP | Centre QIPs to be filed in dropbox and updated staff structure list. | SCa/DT | Done |
| 11 | Academy | VI to draft email for BS to send to Jay Mercer.  Academy Working Group to continue research. | VI/BS  Working Group | Done  Agenda |
| 12i | SEND Board | Article for newsletter. | SCa | VI to check newsletter still published |
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**SIGNED…………**Vicki Illingworth**……………………… DATE…………**21/3/16**…………….**