WSAPC Full Governing Body Meeting

Wednesday 23rd November, 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), Maggi Bruce (MB), Doug Thomas (DT), Candida Reece (CR), Nick Dowling (ND), Chris Woodcock (CW)**

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

**Invited to meeting: Sam Channon (SJC), School Business Manager**

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

MINUTES

1. **Welcome and Apologies**

Apologies were received and accepted from Bob Smytherman, Jackie Shepheard, Cathy Meyer and Lisa Guiel. LR to contact Kelly Wilson.

1. **Declaration of Interests**

None to declare in the agenda.

1. **Governor Vacancies, training and development**
2. Governor Vacancies

Carolyn Dickenson had been unable to take up her role due to a change in circumstances. The committee discussed current vacancies, and in view of the work being done on academisation, it was agreed to carry the vacancies at this point.

1. Governor Training

Governors had received the training and log in information sent by Nina Thair and it was possible to see who had carried out training. Governors were asked to view the website and prioritise safeguarding training. CR and CW confirmed they were both safeguarding leads.

1. Governor Development Day

VI proposed a governor development day in the new year. Governors discussed possible formats to ensure governors were secure in their knowledge against the Ofsted framework. CW commented on the valuable work carried out by Paul Murphy at Durrington and it was agreed to run the governor development day first with the possibility of following up with an external trainer.

VI/SMC/DT to set date for governor development day with leadership team.

ND noted training on GEL was ceasing but governors were aware of their subscription to The Key. (See 5ii.)

1. **Approval of minutes of last meeting: 19th September, 2016**

The minutes were approved as a true record.

1. **Matters arising/Action Grid**
2. Receive audit of website (BS)

SJC confirmed WSAPC had carried out an audit of the website which was compliant with current statutory requirements. Governors asked for Bob Smytherman’s feedback at the next meeting.

1. Subscription costs for The Key & governor log ins

Governors asked to use the school log in; SJC to provide governor log in details.

1. Website photos

LR to use CR’s school photo for APC website.

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

None.

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

Committee advised that health & safety becomes permanent FGB agenda item alongside safeguarding with first report to Spring FGB.

1. Learning and Standards (CW)

Attendance data sent for information. CW detailed the safeguarding discussions and approaches recommended by the committee.

1. Chalkhill and Beechfield (SCC)

The committee were meeting on 28/11/16 to continue their support for Beechfield staff. Governors questioned how staff were being occupied and SMC confirmed the work and training in place. They discussed how vital it was that Beechfield only re-opened when the care provision was in a position to receive pupils.

Governors asked how Chalkhill was managing as a locked unit and SMC reported on the challenges but governors agreed safeguarding had to be the priority.

1. Health & Safety (July & October)

Governors were pleased to note the on-going work and effective reporting system.

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

Scheduled for the next day. Committee: SCC/JS with ND shadowing.

1. **Co-Heads report through SEF & QIP** – governors to review both documents & ask questions to strengthen knowledge

CR clarified the link between the QIP and the SEF and governors asked how the QIP related to individual centre QIPs. SMC/DT reported on how centres were able to use the overarching QIP to focus on their own particular requirements. The Learning and Wellbeing committee had arranged for heads of centre to attend their next meetings giving them the opportunity to discuss their own QIP and provision.

CW asked what measures were in place for the new GCSE gradings and SMC/DT confirmed Nina Thair had included them.

ND asked about behaviour and the link with attendance. CW reported on the detailed discussion on attendance at the learning and wellbeing meeting and SMC explained that the latest data showed WSAPC to be ‘mid-table’ in comparison with local and similar sized provisions. Governors noted the frequency of inaccurate pre-admissions data and the difficulty all APs were experiencing.

CW suggested tracking behaviour through reports to parents and DT reported on a new behaviour group working on a consistent approach to track and monitor behaviour. DT asked if CW would attend the next behaviour working party to share his good practice.

Governors asked what extra staff training was being delivered though they recognised the constraints of statutory training. SMC confirmed the focus for the January Inset was on mental health wellbeing and they were aware of the support clinical staff were accessing and felt something similar should be available to WSAPC staff. SJC confirmed a meeting had been set up to look at ways to support staff. SCC commented on how team leaders benefited/learned from peer assessments and asked how it was being tracked. SMC confirmed staff had access to online training but governors recognised it did not suit all staff.

Governors were aware of the emphasis on pupil wellbeing and asked for information on the dojo and they recognised the benefits of pupil rewards and parental involvement.

ND asked whether there should there be more explicit reference to digital learning. SMC/DT confirmed the focus had to be on literacy and numeracy and that all subjects included working with IT but they would look into adding a section.

Governors clarified that robust pupil premium data was in place and asked that Prevent was included in section 3c.

Governors carefully considered the SEF and recommended that more evidence was included to clearly demonstrate what WSAPC does to be good and to celebrate what is done well.

SMC/DT thanked governors for their helpful comments and input.

1. **Safeguarding Update**
2. Safeguarding & Prevent

DT had been at the well-attended Adolescent High Risk Group set up by WSCC and had offered WSAPC as the Hub. Governors noted the importance of raising WSAPC’s profile and receiving support from outside agencies. They highlighted the pressures of working with high risk students and the tie in with staff wellbeing.

Governors recommended adding to the SEF the interventions put in place to manage this small group of pupils and evidence of how impact is minimised throughout centres.

1. Health & Safety

Report to next FGB meeting.

1. CLA/Linked Pupils

ND asked about the current linked pupils. SMC reported on the terms of the linked places associated with WSAPC and was anxious there was not sufficient documentation detailing the agreement in place with WSCC. Governors were alarmed that there might be more than the 20 linked pupils agreed with Sussex who might not be receiving the agreed LA monitoring. WSAPC had reported concerns to WSCC and was aware that officers had referred this to Jon Philpot but the college had not yet been advised of any response.   SMC understood Miriam Hill was investigating the situation and governors stressed the urgency of a response from WSCC. They requested the minute was sent to Jon Philpot and Miriam Hill with a request for an immediate clarification on the number of linked students to WSAPC and the terms of WSCC’s monitoring requirement.

1. **Governor Visits**
2. Burgess Hill (CR)

Visit report received.

Governors were encouraged to carry out visits and ND confirmed he would be attending Cook and Eat training at Crawley.

1. **Policies (SMC/DT)**
2. WSCC amended child protection policy – 2016

Adopted subject to WSAPC information added and uploaded to website.

1. E Safety

Governors felt it was a mixture between a policy and a procedure. They appreciated the complex IT systems in place but recommended that staff were given a clear policy to follow with clear signposting to the procedures. They adopted the current policy with a request to refine it and make it clearly understandable for staff use. Refined policy for discussion at next Resources meeting.

1. Pay (recommended by Resources)

Adopted.

1. **Report on Academisation process & next steps (Working Party)**

WSAPC had informed WSCC of its intent to move to academy status and sent out 3 requests for sponsorship. An interview day was set for 13/12/16 and the panel was confirmed as Grahame Robson, CR, CW, VI, DT, SMC. ND and SCC were also welcomed to join. Governors discussed the format of the day to ensure WSAPC got maximum benefit.

SJC confirmed staff had been notified and had been given the opportunity to liaise with each other and their questions were being logged. Unions had also been informed and there had been no feedback to date.

Governors asked SJC to be put a note on the Academy application on the website and recommended informing the heads executives. VI to approve letter and wording.

1. **Agenda for next meeting**

Academy

Safeguarding & health and safety

Upgrade of SEF

1. **Dates of next meetings**

Chalkhill & Beechfield: Thursday, 2nd February, 2pm, Chalkhill

Resources: Wednesday, 15th February, 3pm Lancing

Learning & Standards: Wednesday 9th March, 4pm Lancing

FGB: Monday, 27th March, 3pm Lancing

**ACTION GRID**

**NOVEMBER 2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute**  **no** | **Item** | **Action** | **Action by** | **Status** |
| 1 | Governor attendance | LR to contact Kelly Wilson | LR | To continue as governor |
| 3ii | Training | Prioritise online safeguarding training | All |  |
| 3iii | Governors’ Development day | Date to be set for January. | VI/All | Agenda 27/3/17 |
| 5i | Website audit | BS to report at next meeting. | BS | Agenda 27/3/17 |
| 5ii | The Key | Use school version & send log ins. | SJC | Check 27/3/17 |
| 5iii | Website photos | LR to upload CR photo | LR | Could not copy website photo |
| 9 | Behaviour working group | DT to invite CW to attend next meeting. | DT/CW | Done |
| 10iii | Linked pupils | Follow-up concerns & request urgent reply from Miriam Hill/John Philpot | DT/SMC/LR | Minute emailed |
| 12i | E-safety policy | Refined policy to Resources | Resources agenda | Approved |
| 13 | Academy | Section on website & inform heads executive. | SJC/VI | Done |

**SIGNED…………………… …………… DATE…………………………**……**…………….**