WSAPC Full Governing Body Meeting

Monday, 27th June, 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), Kelly Wilson (KW)**

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

**School Business Manager: Sam Channon (SJC)**

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

MINUTES

1. **Welcome and Apologies**

Apologies were received and accepted from Candy Reece, Chris Woodcock, Siobhan Denning and Nick Dowling. LR confirmed Anita Potter had resigned from the governing body.

1. **Declaration Interests**

None to declare in the meeting.

1. **Approval of minutes of last meeting: 21st March, 2016**

The minutes were signed and approved as a true record.

1. **Matters arising/Action Grid**

Governors whose photo/short biog were not on the website were asked to send to them to LR.

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

AOB - Review of Governing Body Constitution, to next FGB agenda.

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

* *3 year budget forecast*

Governors carefully studied the budget figures for WSAPC. They learned of the extra funding received since the budget was approved. SJC gave the basis for the three year forecast and anticipated the budget would balance. JS commented that as an Academy, her school was unable to submit a deficit budget and governors agreed WSAPC should work towards a three year balanced budget. SJC confirmed continued monitoring and planning of the budget was taking place and she would submit a balanced budget to the next Resources meeting.

Governors discussed the separate Chalkhill and Beechfield budget. They recommended that the true costings for leadership time and business manager time were accurately included. SCC reported on the strength of the relationship between the leadership team at both centres and governors recognised their professionalism in recognising the need to combine budgets. The governors continued to be concerned that WSCC were not realising their responsibility for funding Beechfield correctly.

Governors approved the scheme of delegation recommended by the committee.

1. Learning and Standards (CW)

Nothing to add to the minutes.

1. Chalkhill and Beechfield (SCC)

SCC drew governors’ attention to the pupils currently on role and the challenges for staff. Governors appreciated the work staff were carrying out and SCC was pleased to report on the real progress made on how the education and care teams worked together. The questions raised at the last Ofsted had been addressed and governors were aware another Ofsted visit was imminent.

1. **Co-Heads Report to include pupil premium and CLA (SMC/DT)**
2. Quality of teaching and learning following interim appraisal process

DT reported on the learning walks and the positive results showing a consistency across the Centres. Governors thanked the co-heads for the very detailed report which they believed would help inform and strengthen the next governor visits. DT would send through the results for Chichester with the FGB minutes.

Governors discussed the current vacancies and understood the leadership team were discussing how supply could be put in place most effectively.

DT confirmed that discussions on WSAPC buildings had been shared with Nigel Bloodworth and Martin Clarke.

CLA Report

SMC thanked governors for their request to separate WS CLA from those in other local authorities which had given a clearer picture of CLA attendance. Governors appreciated the detailed overview. They noted their concern that WSCC had asked WSAPC to take two year 11 CLA pupils on role for the last weeks of term, past the normal school leaving date.

PP Report

Governors passed on their thanks to Nina Thair and SJC for the comprehensive report. Governors recognised the progress made in monitoring and agreed that it would be much clearer to record expected and better than expected together, with better than expected then separated out.

*KW joined the meeting.*

1. Admission trends and update of primary situation

Governors discussed the number of pupils on roll and the real pressure on primary places. Currently, the Inclusion Team had identified 14 pupils who urgently required places in WSAPC, 8 of whom were primary. Governors were aware of the issues with educational healthcare plans (ECHPs) and the delay in pupils moving into mainstream. JS commented on the importance of all schools adhering to placement plans.

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

Governors had received the reviewed plan. They had a clear overview of the QIP and discussed the highlighted areas. They remained concerned about transport issues and considered how to ensure WSCC were aware of the true facts. Governors asked the co-heads to write to the incumbent director of education copied to Jeremy Hunt, the cabinet member for finance. BS could then discuss the situation with Jeremy Hunt.

Governors noted the ongoing work to develop a vocational curriculum at WSAPC centres and agreed it should remain an aspiration. They understood why the attendance target would not be met but recommended it should remain the target. DT commented on fixed term exclusions and governors appreciated the measures in place to manage behaviour. Governors discussed the current trends and the work done in mainstream prior to exclusion. They agreed on the importance of early interventions to ensure pupils were successfully integrated back into mainstream.

1. **Update on WSCC (VI)**
2. Education and Skills Forum

VI reported on the Education and Skills Forum and the presentation by Jay Mercer and Annie McIver. (PowerPoint circulated to governors.)

1. Vulnerable Children’s Sub Group

DT reported on the meeting and asked for another governor to attend the next meeting with him at Chichester on 19th July as alternative provision was on the agenda.

1. WSGA & Governor Representation in Recent Recruitment

Nick Dowling had sent written reports on the DfE appointment process and his attendance at the West Sussex Governor Association meetings.

1. **Process towards Academy (VI/SMC/DT)**

The governor working party had met and SCC had contacted Dominic Herrington, the Regional School Director with regard to support for WSAPC academisation. Governors confirmed that the go ahead to register for academisation had been agreed LR confirmed agreement was minuted at the FGB meeting, 11.2.16.

SMC/DT submitted a first draft application which governors studied. SCC stressed the business side of academisation and governors recommended that due diligence work was carried out to include comprehensive details of organisational, structural and financial practicalities. They asked DT to complete the register of interest and the Academy Working Party to continue to work towards finding a partner. (Working party to arrange meeting date.) VI had registered to attend the WSGA seminar on 13/10 where Dominic Herrington was the guest speaker.

1. **Policies (SMC/DT)**
2. Pupil Premium – approved.
3. Health and Safety – approved.
4. Supporting Pupils with Medical Conditions – approved.

SJC to upload approved statutory policies onto website.

1. **Reports and Recommendations following Governor Visits**

Governors had received the written up visit reports. They discussed the recommendations made on liaising with the leadership team in centres and agreed it would not be appropriate to attend operational meetings but felt a joint governor/leadership team event would be an excellent initiative.

Governor visits/protocols to be on the agenda at next FGB meeting.

JS to write up her recent visit to North Mundham.

1. **Governance**
2. Complete WSCC Governor Survey

Governors completed the survey. LR to submit to WSCC.

1. Confirmation that all Governors have a DBS in place

LR and SJC to liaise over which governors still require a DBS.

1. **Agenda for next meeting**

Review constitution.

Feedback from student survey.

Annual Safeguarding report.

1. **Dates of next meetings**

The governors agreed the dates of next meetings, changing the summer term meeting to Tuesday, 27th June 2017. Updated schedule attached.

**ACTION GRID**

**JULY 2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute**  **no** | **Item** | **Action** | **Action by** | **Status** |
| 4 | Website photos | Governors to forward photo and short biog to LR. | LG, KW, CW | Received CW. |
| 6i | Budget forecast | Balanced 3 year budget to November Resources meeting. | SJC | Resources agenda |
| 7i | HT Report | Chichester section to LR for distribution with minutes | DT | Done |
| 9i | Education & Skills Forum | Power point of presentation to LR for distribution with minutes |  | Done |
| 9ii | Vulnerable Children subgroup | Governor to attend with DT on 19th July. |  | Done |
| 10 | Academy | Working party to meet | VI/SCC/ND/DT/SMC | Met |
| 12 | Governor visit/protocols | Agenda for next FGB | Agenda | Agenda |
| 13i | WSCC governor survey | LR to submit to WSCC | LR | Done |
| 13ii | DBS | LR/SJC to liaise & inform governors who still need to complete DBS form | SJC/LR | JS/VI/ND/SCr/CR/CW completing |

**SIGNED………Vicki Illingworth…………… DATE………19th September 2016**……**…………….**