**WSAPC**

WSAPC Full Governing Body Meeting

Wednesday, 11th December 2013 – Lancing PRU

2.00pm – 4.00pm

**FGB present: Vicki Illingworth - chairman (VI), Mary Fry (MF), Stevie Crowther (SCr), Jackie Shepheard (JS), Hilary Riddell (HR), Graeme Robson (GR), Mark Whitby (MW), Jayne Wilson (JW), Caroline Barlow (CB), Siobhan Denning (SD), Maggi Bruce (MB), Cathy Meyer (CM), Sharon Owen (SO)**

**Also present: Sheila Carroll (SCa) Doug Thomas (DT)**

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

MINUTES

1. **Welcome and Apologies**

VI welcomed the new governors. There were no apologies.

1. **Confirmation of Governor Recruitment**

Siobhan Denning, head at Forest School, Carolyn Barlow, deputy head at the Weald and Sharon Owen from 14-16 Centre were thanked for joining the governing body.

Cllr Bob Smytherman’s appointment as LA governor was being processed.

1. **Declaration of Interests**

None to declare.

1. **Approval of minutes & confidential minutes of last meeting 22nd October 2013**

The minutes were approved and signed as a true record.

1. **Matters arising**
2. Parent Governor Elections

Sca confirmed these were ongoing.

CM reported on parents of Emotional School Refusers and the possibility of setting up a self help group.

JW was actively looking for a primary head governor representative.

1. Policies on the Website

MW confirmed policies would be added to the website as soon as it was live.

1. Uniform

CM confirmed the budget had been set and ordering was going ahead. The governors asked CM to bring a logo swatch to their next meeting.

1. Lanyards

Governor photos would be taken prior to the February FGB meeting. (It was confirmed that the photos were being done by the website company to ensure a professional finish.)

1. Chain of Communication for Staff

MW confirmed this had been clarified with staff.

1. **Chairman’s action**

VI had updated the co-headship leadership model and she and JW had met with Mark Vickers from Olive Education to discuss the consultancy work.

1. **Discussion of Co-Headship Arrangements and use of Consultants’ Support (VI)**

Governors had received JW’s comprehensive notes following the meeting with SCr/JW/ SCa and DT which detailed the co-headship arrangements. JW highlighted the suggested salary as .6 at L33 and .4 at their current deputy head teacher salary.

The governors unanimously approved the model and salary.

Governors discussed communicating the arrangements effectively and worked out the wording to ensure the co-headship model was not seen as a temporary arrangement. They recommended that governors would review the model in three years time. The LA would issue a new contract but in the meantime, the employment letter would act as confirmation.

VI to draft the letter to staff/parents/stakeholders with all details to be signed by the chair of governors.

*SD joined the meeting.*

1. **Questions on Minutes**
2. Resources

**Decision on Assistant Heads**

MW explained how the roles would work and governors understood it was a cost neutral decision. They gave MW the go ahead to confirm the appointments.

1. Leadership and Standards

**Report on Primary Provision** – see item 9i

1. Chalkhill and Beechfield

**Policy for photographs on website**

It was agreed that the policy should contain a clause not allowing photos of Beechfield and Chalkhill pupils. MW to ask Stephanie Hill to action.

1. **Update from Interim Executive Headteacher (MW)**

MW had kept the governors informed through the committee meetings. He confirmed there was a substantive head of centre on each site.

1. Primary Provision

Concerns had been raised about the significant increase in primary referrals at the Resources meeting.

MW reported on the options being considered for the provision and the possibility of closing the branch class at Waterfield Primary in Crawley and combining it with Burgess Hill to make a 16 placement. Governors were not convinced this was a sensible step and were reassured that WSAPC would carefully investigate ways of maximising the provision. There was a detailed discussion on the need to meet the needs of primary children and ensuring there was absolute clarity on the communication channels between WSAPC, the LA and the Heads.

JW reported that a Task and Finish Group had been set up with Janice King leading and HR confirmed she had been asked to sit in.

SD raised the affordability issues faced by primary schools and MW commented that the ideal was up front funding with a fair and equitable system established for places. He did note that numbers were higher than previously at this time of year and governors were aware capacity of 292 would be reached soon. The number of medical referrals had risen above the full time capacity of 36. MW confirmed that with part-time places the school was currently dealing with 313 pupils.

The governors asked about WSAPC’s relationship with the Alternative Learning Team and MW said it was good but because of legislation changes, more sick pupils were being referred.

1. Finance

MW briefed governors on the finances and confirmed he was seeking agreement for the contingency funds to be used.

The governors were concerned that WSAPC was paying for building works which should have been dealt with by the LA. MW reported that the LA had designated about 1m for works at the centres of which up to £500,000 would be spent on Burgess Hill to make it fit for purpose.

The governors thanked MW for his report. They took the opportunity to express their appreciation for all the work he had done and were delighted he would be continuing two days per week . MW said he had enjoyed his 9 months at WSAPC and was looking forward to carrying on in a consultancy role.

1. **School Improvement Plan**

Governors had received the updated SIP and new governors were asked to look at the activities and consider where their expertise lay. Governors with more than 2/3 allocations would be grateful to have one less. It was agreed to have the SIP on the February FGB agenda and governor allocations would be reviewed.

Governors discussed how they would fulfil their role within the SIP. MW confirmed the lead would initiate a programme with the appropriate governors. VI suggested a half hour session before/after the next FGB meeting to give governors an opportunity to discuss the SIP and their roles with SCa/DT and MW.

Performance Reviews

JW reported on the leadership team’s performance reviews. It was agreed that the correct procedure was followed and that where a member was at the top of their salary range there would be no review except in exceptional circumstances.

*CB joined the meeting.*

1. **Report on Primary Provision (MW)**

See item 9i.

1. **Engagement with Schools and Headteachers (GR)**

GR expressed the importance of ensuring an effective working relationship was in place between WSACP and schools and that proper strategic planning with the LA was carried out. Governors were aware of the current issues particularly with the lack of communication from the LA. Though there was some communication through the School’s Forum, this was not felt to be sufficient.

SD agreed that currently heads were concerned about their access to the provision and the governors considered ways to facilitate a good relationship. There was a long discussion looking at possible options and ways to ensure WSAPC was supporting schools. SD commented on the lack of LA presence which had led to the secondary heads setting up their own group. It was agreed SCa/ DT should attend these Secondary Head seminars and they would email SD so they could be included on the distribution list.

Governors recommended an agenda item for the Task and Finish group: ‘where are the channels of communication for the strategic development of WSAPC? They also recognised an effective WSAPC presence at V & C meetings was needed and the importance of a primary head representative on the FGB.

Having carefully considered their options and the possible solutions, GR’s suggestion of a day’s conference discussing the strategic direction of the provision was confirmed as the best way forward.

1. **Draft SLAs for WSAPC, CH and BF (VI)**

VI reported on the meeting with WSCC to discuss the SLAs. Governors had now received the draft documents. There would be continued work on them and final documents would be sent to the next FGB meeting. (Beechfield and Chalkhill committee to discuss at their next meeting.)

1. **Policy List**

Governors had received the list of statutory polices and review cycle. All WSCC model policies had been adopted. It was noted that some polices would have to be adapted for Beechfield and Chalkhill.

1. **Annual Safeguarding Report to Governors (MW)**

The report would be sent to LR for distribution.

The safeguarding policy had been circulated to governors. They noted it was very long but MW explained how it was broken down into sections and that governors should look out for laminated sections in the Units in the next weeks. VI suggested photos of nominated safeguarding staff which MW would organise.

1. **Headteacher Performance Management update (VI)**

VI had liaised with Jenny Martin and the performance management governors were HR, SCr and MF.

1. **Appointment of Link Governor**

It was agreed that it would be prudent to organise a skills audit before embarking on specific training. SCr offered to organise a governance review in time for the next meeting.

HR was appointed as safeguarding governor and GR as SEN governor.

It was confirmed that governors could not send representatives to meetings but all governors could attend any committee. SO invited to attend both committees to see where her interests lay. (Committee and governor role structure attached.)

1. **Agenda for next meeting**

LR to invite Janice King to attend next meeting to report back on Task and Finish Group.

Final SLA documents

Networking session with governors SCa/DT and MW.

MB asked for clarification that the correct procedure was being followed when statemented pupils joined WSAPC. MW agreed to follow up.

1. **Date of next meeting**

Wednesday, 12th February, 2pm at Lancing

**ACTION GRID**

**DECEMBER 2013**

|  |  |  |  |
| --- | --- | --- | --- |
| 5i | Primary head rep governor | JW asking for representative. | JW |
| 7 | Letter to all stakeholders re new arrangements | VI to draft letter  | VI |
| 8iii | Photo policy | Policy to include clause not allowing photos of Beechfield/Chalkhill pupils on website | MW/SH |
| 10 | SIP | Agenda networking item at next meeting | All |
| 12 | Secondary Head Seminars | SCa/DT to email SD to be included on distribution lists | Sca/DT/SD |
| 12 | Engagement with schools | Arrangements for a conference day to be investigated. | VI/SC/DT/GR/SD/CB |
| 13 | SLAs | Draft documents to be considered at committee | Cttee |
| 15 | Annual Safeguarding Report | To be sent to LR for distribution | MW |
| 17 | Skills audit | SCr to carry out governor questionnaire before next meeting | SCr |
| 18 | Task & Finish Group | LR to invite Janice King to attend next meeting to report back on Task & Finish Group | LR |

Signed ............................................................................. Date ............................................................