**WSAPC**

WSAPC Full Governing Body Meeting

Tuesday, 22nd October 2013 – Lancing PRU

2.00pm – 4.00pm

**Present: Jayne Wilson (JW), Vicki Illingworth (VI), Mary Fry (MF), Stevie Crowther (SCr), Jackie Shepheard (JS), Hilary Riddell (HR), Maggi Bruce (MB), Cathy Meyer (CM), Mark Whitby (MW)**

**Deputy Head Teachers present: Sheila Carroll (SCr) and Doug Thomas (DT)**

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

MINUTES

1. **Welcome and Apologies**

Apologies were received and accepted from Graeme Robson and John de Mierre. LR reported on JdM’s thanks for the govenors’ best wishes and that he hoped to be able to attend meetings after Christmas.

1. **Election of Chair**

JW explained that her commitment to the Governing Body would be for the next six months – governors valued her experience and approved her appointment as LA governor.

LR asked for nominations for chairman and VI was nominated. A short discussion took place and VI accepted the nomination and was asked to leave the room. An open vote was held and VI was duly elected as chairman for a one year period.

1. **Election of Vice-chair**

LR asked for nominations and SCr was nominated. SCr agreed to take on the role and left the room while an open vote was taken. SCr was duly elected as vice chairman for one year.

The governors thanked VI and SCr for taking on the roles.

1. **Confirmation of Full Governing Body and Governor Recruitment**

The governors discussed recruitment and the vacant positions. Election had to take place for:

4 staff governors }

2 parent governors } Steph Hill to initiate elections

3 x co-opted (primary head, secondary head + 1} JW to action.

1. **Declaration of Interests/Register of Pecuniary Interests**

LR distributed forms and governors signed and returned them. (Forms to be received from JdM and GR.)

1. **Deputy Head Teacher attendance at this meeting.**

SCa and DT confirmed they were happy to attend the FGB meetings.

1. **Approval of minutes of last meeting 10 July 2013**

The minutes were approved and signed as a true record.

1. **Matters arising**
2. SLAs for Chalkhill & Beechfield

The governors stressed the importance of SLAs for the two units and understood Janice King was liaising with Brin Martin and she had promised to report back to SCr.

1. Fire Safety Certificate, Burgess Hill

JW had written to Peter Evans on behalf of the GB and had received a reply confirming all documents were in place.

1. **Appointment of Executive Headteacher – next steps** *held at end of meeting – see confidential part II minutes*
2. **Questions on Minutes**
3. **Resources**

HR agreed to contact Jenny Martin to ask if she would carry out the HT’s performance management.

1. **Leadership and Standards**

Nothing to add.

1. **Chalkhill and Beechfield**

As noted in 8i

1. **Confirmation of adoption of WSCC Model Policies**

Governors had previously agreed to formally adopt WSCC model policies. They were aware the pay policy had been accepted by the teaching unions and asked that the Resources committee studied the policy to ensure it was applicable to a multisite school and was personalised where applicable.

They noted that some policies should be displayed on the website and asked that all policies were personalised. On questioning, MW confirmed policies were being worked on and governors asked that there was a current policy list with review dates.

Governors asked to be given access to the website as soon as it was up and running.

1. **School Uniform**

CM distributed a fact sheet on school uniform. Governors carefully discussed the merits of a uniform and the complications involved with short stays and potential costs. After careful discussion and confirming that parent feedback had been positive, governors supported a uniform. MW agreed to look at a uniform roll out strategy.

Governors also asked for lanyards to ensure they were easily identifiable whilst in any Centre.

1. **Update from Interim Executive Headteacher**

MW highlighted the work being carried out to ensure documents were in place.

1. School Improvement Plan

MW reported on the 12 key activities to ensure progress/improvements could be continually made. He recommended a governor was assigned to each activity alongside the lead to ensure governors were immersed in the school processes and had a thorough understanding of what was going on in school. Governors noted it was a two year plan and sought reassurance that there was an efficient reporting system. It was agreed the governor link into each area was effective and that should there be any concerns the lead governor would report back to the governing body. The improvement plan would be a constant item on agendas to ensure regular reports.

Governors thanked MW for the SIP which they felt was detailed and thorough.

Governors were asked to email LR with their preferences. (List attached)

1. Business Plan

The business plan had been approved at the Resources meeting. MW brought governors up to date and reported on the vacant posts. He explained there were head of centre vacancies at Crawley and Worthing. (The substantive post holder for Crawley had effectively transferred to Worthing.) He reported that one post could be filled by an existing post holder through slotting in and recommended looking for internal interest for the other post. Governors reiterated the value they placed on development of current staff and approved the plan.

1. **Chairman’s action**

Investigation into Executive Headteacher recruitment options. (see item 9)

1. **Agenda for next meeting**
2. Chalkhill and Beechfield

* Position within WSAPC & SLAs

1. SLAs

* Governors continued to be concerned about the support received from the LA and suggested Jeanne Marie Long should be invited to the next meeting on 11th December to facilitate a discussion on the SLAs with the LA.

1. Development of the Governing Body

* Code of Practice
* Roles and Responsibilities
* Skill gaps
* Training

*Governors confirmed WSAPC did not receive pupil premium funding.*

1. **AOB**
2. Raising Staff Concerns

MB raised staff concerns surrounding the buildings and SENCO support. Governors noted the importance of ensuring staff had a clear understanding of how to communicate their concerns and recommended a chain of communication was set out.

1. **Date of next meeting**

11th December, 2013, 2pm at Lancing

**ACTION GRID**

**October 2013**

|  |  |  |  |
| --- | --- | --- | --- |
| 4 | Staff/parent elections  Co-opted governors | SH to be asked to action  JW to follow up on primary head, secondary head and one other | MW/  SH  JW |
| 5 | Pecuniary Interests | Forms to be completed by GR/JdM | LR |
| 8i | Chalkhill & Beechfield SLAs to  be written by LA | SCr to chase up Janice King if necessary. | SCr |
| 11 | Policies | Pay policy to be agenda item at next Resources  Policies to be displayed on website and governors to be given access.  Policy list with review dates to be compiled | LR  MW |
| 12 | Uniform  Governor Lanyards | MW to investigate uniform roll out strategy.  Lanyards to be given to governors | MW  SH |
| 13i | SIP | Governors to give preference for links & SIP to be constant agenda item at all meetings. | All |
| 16 | Staff concerns | Chain of communication to be made clear to staff for raising issues/concerns | MW |

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