**WSAPC**

WSAPC Full Governing Body Meeting

Wednesday, 12th February, 2014 – Lancing PRU

2.00pm – 4.00pm

**FGB present: Vicki Illingworth - chairman (VI), Stevie Crowther (SCr), Jackie Shepheard (JS), Hilary Riddell (HR), Graeme Robson (GR), 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), Bob Smytherman (BS)**

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

MINUTES

1. **Welcome and Apologies**

Apologies were received and accepted from MF. Bob Smytherman (BS) was welcomed to the meeting and introductions carried out. BS had been a member of the TLC South Management Committee and the FGB thanked him for his continued interest and hoped his appointment as LA governor would be confirmed by March.

1. **Declaration of Interests**

None to declare in the agenda.

1. **Approval of minutes of last meeting 11th December 2013**

The minutes were approved and signed as a true record.

1. **Matters arising/Action Grid**
2. Primary Head Representative

The governors thanked JW for her continued pressure on Primary Heads and hoped to hear positive news.

1. Co-headship Arrangements

VI had distributed a letter explaining the arrangements in place to all stakeholders. VI/DT/SCa to have meeting with Brin Martin.

1. Secondary Head Seminars

SCa/DT thanked SD for ensuring they were included on the mailing list.

*JS joined the meeting.*

1. SLAs

Despite repeated requests from members of the FGB, there had been no information on SLAs. (see item 7)

1. Skills Matrix

Governors had received the skills matrix and SCr clarified how the form should be interpreted. Governors were asked to complete the matrix, either via the drop box or to send completed versions to LR for compilation. LR to send HR electronic copy.

1. **Chairman’s action**

VI reported on the chairman’s action (detailed in the Learning and Standards committee minutes) to agree the Crawley Branch Class move to Burgess Hill. The governors appreciated the reasoning behind the decision and confirmed the process in place.

1. **Questions on Minutes**
2. Resources
3. *Update on Task and Finish Group*

Mary Fry had volunteered to attend the meetings, though had been unable to attend the first one. The governors were pleased by their representation on the group as several governors were involved through other avenues. VI would send MF the work received so far. Governors asked that clarification was sought on Janice King’s retirement date.

1. Leadership and Standards
2. *Data Analysis*

The committee had received an excellent report from Ben Thomas giving concise and clear information on data. Governors recognised it would be an extremely useful document during an Inspection visit.

1. Chalkhill and Beechfield
2. *Inspections*

SCr highlighted the expectations on Beechfield staff with repeated inspections despite their good judgements.

1. **Approval of SLAs for WSAPC, CH and BF**
* **Concerns raised at Chalkhill/Beechfield meeting on risks for staff morale, recruitment and retention of staff, impact of temporary posts, commissioning of services**

The governors discussed the significant risks for them whilst SLAs were not in place. They recommended that the Resources committee compiled a Risk Register at their next meeting.

BS commented on the situation regarding Beechfield and governors agreed that WSCC should be proud of the provision offered. They noted the budget and staffing implications across the Units and were aware of the staff still on temporary contracts at Chalkhill.

It was agreed urgent action was essential: VI was asked to write to Diane Henshaw, copying in Tony Kershaw demanding SLAs for WSAPC, including Chalkhill and Beechfield, and JW confirmed WSCC had agreed to a three year SLA in view of the number of variables. BS would use the letter to write and raise his concerns with Peter Evans also copying in Tony Kershaw.

DT briefed governors on the Alternative Leadership Team meeting where there had been a discussion confirming funding would be retained until 2016. The governors recommended he kept copies of all emails/minutes confirming these conversations.

1. **Report from Co-Heads**

The governors thanked SCa/DT for their very detailed joint report.

1. Performance Data

Governors passed on their thanks to staff on their performance against national data.

1. Attendance

Attendance to be a cyclical agenda item at the Learning and Standards committee meetings and analysed data presented including impact on supply cots.

1. Ofsted Inspections

Mark Vickers was continuing with the ‘mock’ inspections and had provided interesting feedback. JW asked for the staffs’ perception on the inspections and the governors were encouraged to learn of the positive impact. Full report to next FGB meeting.

1. Staff Absence

SD raised staff sickness. SCa was grateful that HR had offered to support the provision in their approach and agreed heads of centre should be invited to attend the meetings.

1. Wellbeing

The governors enjoyed learning about the Transcendental Meditation techniques and understood it was expected to have a significant benefit on some pupils. They were also interested to see if it had an impact on staff wellbeing.

1. **Engagement with Schools/Headteachers and Possible Conference**

The committee had emphasised the importance of robust relationships with schools and GR raised the impact of joint working and face to face contact. SCa/DT confirmed how they were actively working towards this. SD offered to highlight WSAPC at West Sussex Secondary Heads meeting and confirm schools were encouraged and welcome to make contact any time.

SCr suggested writing an article for inclusion for a future issue of Leadership and Governance Briefing Papers.

It was agreed a possible conference should be considered once the findings of the Task and Finish Group were confirmed.

1. **Policies**
2. Requirement for Whistleblowing Governor through Confidential Reporting Policy

LR highlighted the requirement and HR agreed to be the contact. Details to be added to the policy along with 2 named staff members from both North and South. HR happy to advise staff members on procedures.

1. Governor Responsible for Health and Safety

A named governor was required. Steph Hill would be asked to send through details of commitment so a governor could volunteer.

*Subsequent note from Steph Hill.*

There would just be a need to attend one committee meeting a term and then to feed back to Governors on Health & Safety at their full GB meeting (or a sub committee if preferred). There may be some action that comes from the meeting itself but it would be down to Governors as to their overall involvement, the only action they may need to take on occasion is to enforce actions via Headteachers/GB if health & safety issues are being ignored.

1. **Annual Safeguarding Report to Governors**

The two reports had been received and submitted to WSCC. Governors were satisfied that this year’s report would show the new policies in place and that now central records were in place, full details of staff training would be included.

On questioning, DT confirmed the large number of CLA in the South was due to the number of private care homes.

HR checked that enough staff/governors had safer recruitment training and highlighted the courses on offer.

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

VI confirmed Jenny Martin was supporting the performance management governors and that VI/SCr/HR/MF were liaising over dates for March to instigate the programme.

1. **Link Governor**
2. Report on Skills Audit(SCr)

SCr noted the wealth of expertise on the governing body and once the skills audit was completed, there would be opportunities to investigate training needs and options.

1. Governor Conference

Governors were encouraged to attend the conference on 26th April and those governors who had heard Tim Brighouse recommended him as an impressive speaker. The conference was also highlighted as an excellent opportunity to raise the profile of WSAPC.

1. **Agenda for next meeting**
* Feedback from Skills audit
* SLAs
* Mark Vickers ‘Ofsted’ Reports
* SDP
1. **Date of next meeting**

Following a discussion on venues and timings, FGB meetings to be held at 3pm . LR to inform Darren McIver and Steph Hill of changes. (Schedule attached.)

* Tuesday, 25th March, 3pm.

The meeting was followed with discussions on the school development plan and governors’ roles with SCa and DT.

It was also agreed that Richard Barker should be invited to the Summer FGB to present on the exclusion figures. Governors strongly felt that WSCC should be informed that WSAPC would not accept extra pupils over the agreed planned places unless additional funding was received.

**ACTION GRID**

**FEBRUARY 2014**

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| --- | --- | --- | --- |
| 4v | Skills matrix | Governors to complete form & LR to compile for discussion at next meeting. | All/LR |
| 6ia | Task & Finish Group | MF to attend next meetings. VI to forward documents to MF. | MF/VI |
| 7 | SLAs | Resources committee to complete Risk Register | Resources |
| 7 | Letter to WSCCLetter to Peter EvansFunding | VI to send letter to Diane Henshaw, cc Tony KershawBS to send similar letter to Peter Evans, cc Tony KershawDT to file correspondence/meeting notes of discussions re funding to 2016. | VIBSDT |
| 8i | Performance data | Governor thanks to staff. | SCa/DT |
| 8ii | Attendance | Monitor through Learning & Standards | L&S |
| 8iii | Ofsted inspections | Mark Vickers report to next FGB | FGB |
| 9 | Engagement with schools/headteachers | SD to highlight at Secondary heads meetings. Article in L&G to be considered. | SDAll |
| 10i | Whistleblowing | HR & 2 staff members to be contacts on confidential reporting policy | HRSCa/DT |
| 10ii | H&S governors | Governors to consider taking on role | All |
| 13ii | Governor conference | All encouraged to attend. 26/4 | All |
| 15 | Meeting dates | LR to inform SH of new timings for FGB meetings. | LR |
| 15 | Richard Barker | To be invited to Summer FGB meeting to present on exclusion figures. | SCa/DT |

SIGNED .....Vicki Illingworth.......... DATE ..................25th March 2014....................