

**FGB present: Bob Smytherman (BS), Doug Thomas (DT), Richard Anderson (RA), Tim Yates (TY), Fi Young (FY), Katherine Lock (KL), Lucy Invankovic (LI), Sue McMeeking (SM), Ian Straw (IS)**

**Also present: Prospective LA governor: Gina Webb (GW)**

**Associate Members present: Sam Channon (SJC), School Business Manager, Helen Ellis (HE), Ben Thomas (BT)**

**Clerk to the Governing Body: Louisa Rydon (LR)**

MINUTES			
	<b>1)</b>	<p><b>Apologies and record thank you to Liz Warne, Caroline Matthews and Lawrence Caughlin.</b> Governors were saddened that these governors had resigned but appreciated the valid reasons. They asked that their thanks and appreciation for the very valuable work they had carried out during their terms of office was passed on by the clerk.</p>	LR 23/10/20
	<b>2)</b>	<p><b>Welcome to new governors</b> Introductions took place and Katherine Lock, Sue McMeeking, Ian Straw and Gina Webb were welcomed onto the governing body. The governors had voted unanimously to approve Ian Straw's co-option and asked LR to inform Governor Services of their agreement to appoint Gina Webb as the second LA governor. HE to approach possible candidates for a replacement primary co-opted governor.</p>	LR 23/10/20 HE 2/12/20
	<b>3)</b>	<p><b>Declaration of interests</b> BS: Foundation Governor at St Mary's Catholic Primary School and member of the Local Authority.</p>	
4.10pm	<b>4)</b>	<p><b>GB discussion around the use of Sharepoint – Lisa Stevens to join in</b> SJC shared WSAPC's video protocol for virtual meetings on Teams and then invited Lisa Stevens (LS) to join the meeting and respond to governor questions on sharepoint. Sharepoint was currently set up as document store but LS noted how sharepoint could be developed to meet the needs of governors. A central section for policies had been set up which would allow governors to review and approve statutory policies to save valuable meeting time. Governors hoped there would be other areas where governor efficiency would be improved by use of sharepoint, reducing the need for constant emails. LS to liaise with LI over access to the site and LR to ensure GW was given sharepoint access. FY had set up a Microsoft survey version of the NGA skills audit which all governors would be asked to complete and the results kept updated on sharepoint. RA asked that all files followed the same date format for ease of use and LI checked that a version control was included on all documents. LS was thanked for her support and left the meeting.</p>	LS/LI 23/10/20 LR 23/10/20
4.20pm	<b>5)</b>	<p><b>Pupil Premium report – deferred to Resources 24/11/20</b></p>	
	<b>6)</b>	<p><b>Chairman's action and notice of AOB</b> a) <u>SLA with WSCC</u> Having stalled for many years on an SLA with WSAPC, despite constant requests, WSCC had suddenly urgently required to put an SLA in place. BS had joined a meeting with WSCC to discuss the SLA and agree the next steps. SJC confirmed the key questions that WSAPC had posed to WSCC on the SLA. BS reported on the appointment of Lucy Butler as CEO of the new Trust to replace WSCC Children's Services and that this now also included Early Health and Education. IS confirmed that little detail had been received by schools at this point, though he understood a reduction in AP places was being discussed. HE confirmed that there was an AP project in the South and West areas for schools to set up their</p>	

	<p>own AP before using WSAPC. On reflection, LI asked if this system would be of benefit for pupils and DT confirmed that inclusion and outreach work were vital to give pupils the best chance. Governors noted the broad and balanced curriculum offered at WSAPC and whilst they supported projects to help students avoid exclusion they expressed the importance of WSCC giving appropriate provision at all stages. Governors agreed the SLA would only be signed when satisfactory responses had been received to key questions.</p> <p>b) <u>Governor resignation</u> LI was sorry to inform governors that she was unable to continue to devote the time needed to be a governor for WSAPC and would be resigning at the end of term. Governors thanked LI for her valuable contribution and safeguarding work and would miss her expertise.</p>	
4.30pm	<p><b>7) Governance – governors to ensure all papers are read and approved prior to the meeting</b></p> <p>a) <u>Declaration of Interests with cover letter</u> LR to ensure signature received from all governors by the end of the week.</p> <p>b) <u>Declaration disqualification signed</u> As per 7a.</p> <p>c) <u>Code of Conduct to be approved and recommended for chair's signature</u> Richard Anderson noted the need to refer to the restrictions on covid 19 and governor visits. LR to add a clause for 2020/21 to be reviewed yearly. The code of conduct was approved and virtually signed by the chair.</p> <p>d) <u>Governor details for publication on the website (attached)</u> Approved and to be uploaded to website.</p> <p>e) <u>Link Governor report and approval of Governor Induction Pack</u> Governors thanked FY for her report. They noted her concern about the conflict of interest with the current HTPM lead running Ofsted training for governors. Having carefully discussed the value of high quality training and the proximity of an Ofsted visit, governors approved Dave Cole running the TEAMS training for all governors on 12/11/20 from 6-8pm. Governors thanked FY for setting up the induction pack on sharepoint and LR would send governors on appointment the link and letter from the Headteacher and Chair welcoming them to WSAPC.</p> <p>f) <u>Governor training (Ofsted – 12/11/20)</u> Agreed.</p> <p>g) <u>Confirmation of Committee membership and centre allocations – updated version attached</u> <i>Headteacher's performance management x1 (shadow this year)</i> It was good practice to have three governors on the panel. Following Liz Warne's resignation a third governor would ideally shadow the remaining meetings this year. IS agreed to consider joining the panel though he raised his reservations about a fellow headteacher being on the panel. Governors commented that a WS headteacher had successfully been on the panel previously and DT did not see it as an issue. <i>Chalkhill committee x 1 – Fi Young</i> <i>Pay review x 1 – pay to be included in Resources remit this year.</i> <i>SEN/CLA/pupil premium x 1 – Gina Webb &amp; Sue McMeeking</i> <i>Sports premium x 1- new primary governor to be asked.</i> <i>Student voice/school council x 1-Bob Smytherman/Katherine Lock</i> <i>Inclusion team x 1- Tim Yates</i> <i>Committees and centre allocation</i> New governors were asked to inform LR of their preference for committees and were invited to attend all committee meetings to have an understanding of their remit. GW took on Worthing, having checked there was no conflict of interest and BS would remain the governor allocated to Lancing. Replacement governors were required for Crawley and Burgess Hill.</p> <p>h) <u>Virtual meeting procedure</u> Approved.</p> <p>i) <u>Governors to arrange photo and biog for website</u></p>	<p>LR 23/10/20</p> <p>LR 23/10/20</p> <p>All 12/11/20</p> <p>IS 2/12/20</p> <p>KL/SM/IS/GW</p>

		<p>New governors were asked to send LR a photo and short biography for upload onto the website.</p> <p>j) <u>Any progress on parent governors?</u> DT to run new election and FY recommended documents on what was expected of parent governors was included in the paperwork.</p> <p>k) <u>Confirmation all governors have a DBS in place</u> LR to ensure school has governor DBS details.</p> <p>l) <u>Governor Visits</u> It was agreed governors should only visit centres for 'business critical' reasons and virtual tours of centres would be given as often as possible.</p>	<p>DT 16/11/20</p> <p>LR 16/11/20</p> <p>SLT/cill</p>
4.45pm	8)	<p><b>Discuss terms of reference to set responsibility for each committee and avoid overlap.</b> Resources and Chalkhill to review their terms of reference in conjunction with approved L&amp;S ToRs for final approval at December FGB.</p>	<p>Cttees FGB 2/12/20</p>
5pm	9)	<p><b>Approval of last FGB minutes: 2<sup>nd</sup> September 2020</b> The minutes were approved and electronically signed as a true record.</p>	
	10)	<p><b>Matters Arising/Action Grid</b></p> <p>a) <u>Date to be set to review WSAPC vision and governor strategy</u> The urgency of this meeting was noted. LR to arrange date for November.</p> <p>b) <u>Consider the WSCC SLA for WSAPC</u> See 6a.</p> <p>c) <u>Approve remaining INSET days 2020/21</u> Approved.</p>	<p>LR 23/10/20</p>
5.15pm	11)	<p><b>Any questions on learning and standards minutes: 12<sup>th</sup> October 2020</b></p> <ul style="list-style-type: none"> <li>• <u>Consider proposed Attendance Strategy</u></li> </ul> <p>Whilst governors agreed with the strategy, they were concerned about the deterioration in attendance. Attendance had been raised during the last Ofsted and been addressed at most governor meetings but the figures had still reduced. After a detailed discussion, governors were unanimous in suggesting a separate governor working group was established to focus on attendance and look at best practice in other alternative provisions. Governors understood the changing complexity of students admitted to WSAPC and HE gave several examples of why there were pupils on role who were never attending. The working group was confirmed as TY, FY, LI, GW, SM, BT and HE and LR was asked to set up the first meeting early in November.</p>	<p>LR 23/10/20</p>
5.30pm	12)	<p><b>Headteacher's report - Governor questions</b> DT invited comments on the format of the report and would be happy to make any changes governors' felt useful. Questions: <i>Noting the spike in violence/aggression, what support is in place for staff?</i> Both SM and KL spoke of the value of team working and sharing strategies and information amongst staff. SJC reported on the positive impact of the staff run wellbeing committee. <i>Is scaling in place?</i> Yes at some centres. HE commented on the EP Service and the good practice WSAPC had in place. DT confirmed that fixed term exclusions would be used when appropriate. <i>Why are reintegration levels so low?</i> HE reported on the determined efforts made to reintegrate pupils but highlighted the issues faced with some schools and the delay in special school places. IS reported on his efforts to reintegrate pupils and SM wished that all schools had a similar attitude. HE agreed to present case studies for governors to view on sharepoint.</p>	<p>HE 2/12/20</p>
	13)	<p><b>Update on meeting with Karen Furze – school link adviser</b> DT had had an introductory meeting and noted Karen Furze's relevant experience. The next meeting was scheduled for November which BS would attend and report back to FGB.</p>	<p>FGB 2/12/20</p>
5.50pm	14)	<p><b>Policies for approval – statutory policy list</b></p> <p>a) <u>Safeguarding and child protection</u></p>	

	HE confirmed the changes WSCC had made to their model policy had been highlighted in yellow for governors. Approved for upload onto website. All governors were expected to undertake the safeguarding training and HE offered to run a further course on a Monday/Tuesday at 2pm. LR/HE to liaise over date.	HE/LR 6/11/20
	<b>15) Is the website compliant and up to date?</b> BS had audited the website on 9/9/20. Governor information was now uploaded and the policies due for review were on the agenda at this term's committee meetings.	
	<b>16) Confirmation HT Performance Management 2020/21 taken place and targets set.</b> BS confirmed the meeting had taken place and targets set. DT reported on the positive process.	
	<b>17) Key Themes of Meeting/Impact on pupils</b> <b>New governors in place and joining</b> <b>Governor working group set up for attendance.</b> <b>FY had created background for governors to use during meeting to promote WSAPC. All governors were encouraged to use it if technology allowed.</b> <b>HTPM taken place and targets set.</b>	
6pm	<b>18) Dates of next meeting</b> Chalkhill: Thursday, 5 <sup>th</sup> November at 4pm Resources: Tuesday, 24 <sup>th</sup> November at 4pm FGB: Wednesday, 2 <sup>nd</sup> December at 4pm.	

SIGNED.....*Bob Smytherman*..... DATE.....2<sup>nd</sup> December 2020.....

ACTION GRID OCTOBER 2020		
1	Record thanks to departing governors	✓
2	Inform Governor Services of governor approval for GW's appointment	✓
2	Approach possible primary representative governor	HE
4	Ensure all governors have access to sharepoint	✓
4	Complete skills audit	✓
7a	All governors to complete declaration forms.	✓
7c	Add clause on restriction of governor visits during covid 19 and BS to sign.	✓
7e	Governors to attend Ofsted training on 12/11/20 6-8pm	✓
7g	New governors to consider which committees to join. Vacancies remaining for Headteacher performance management, sports premium and allocated governors for Crawley and Burgess Hill.	All
7i	New governors to arrange pen portrait and picture for website. (Send to LR)	KL/SM/GW
7j	Parent governor election	✓
7k	Confirm new governors' DBS details	LR
7l	Virtual tours and presentations to be given to governors in lieu of visits	SLT/all
8	ToR on committee agendas for approval at FGB	✓
10a	Set strategy meeting date	Postponed
11	Attendance working group set up and first meeting date.	Postponed
12	Present case studies through sharepoint on pupil reintegration	HE
13	Report to FGB on school link adviser visit	✓
14	Set mop up safeguarding training.	✓
OUTSTANDING ACTION GRID SEPTEMBER 2020		
7	Staff/pupils to review school vision.	DT
7	Governors to study NGA strategy paper	Strategy meeting

OUTSTANDING ACTION GRID JULY 2020		
5ai	Consider allocating budget for year 11 support in 2021	✓