

**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), Gina Webb (GW)**

**Associate Members: 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>Welcome and apologies</b> Apologies were received and accepted from Richard Anderson. Following the meeting, LR was informed GW's appointment had been authorised by WSCC and governors are delighted she has joined the governing body.</p>	
<b>2)</b>	<p><b>Declaration of interests</b> BS: Foundation Governor at St Mary's Catholic Primary School and member of the Local Authority.</p>	
<b>3)</b>	<p><b>Chairman's action and notice of AOB</b> a) <u>Meeting with School Link Adviser – see 10c</u> b) <u>Governor message in newsletter</u> BS had written a message on behalf of governors. He also noted the positive messages being shared through social media and recommended all governors follow WSAPC. DT thanked BS for his valuable support since taking over as chair. c) <u>Note new website checklist received and confirmation WSAPC meets guidance</u> The website is up-to-date and kept under review.</p>	
<b>4)</b>	<p><b>Governance – action plan following Shine Consulting Training (attached)</b> Governors had enjoyed the session with Dave Cole and approved the action plan in place. To be addressed throughout the year.</p>	Ongoing
<b>5)</b>	<p><b>Governance</b> a) <u>Skills survey results</u> The skills survey was in electronic format and would be kept as a live document. Governors felt the current skill set was well balanced. b) <u>Governor vacancies</u> Karen Heasman had been appointed a parent governor. LR to send welcome letter and arrange induction process. HE was approaching possible primary representatives, though governors noted the pressure school staff were currently under. They suggested a deputy head could take on the role as part of their CPD. Governors were sorry LI was leaving and wondered if she could recommend a replacement from Barnardo's. LI to approach possible candidates. c) <u>Strategy meeting and attendance sub group were delayed due to lockdown 2 - discuss next steps</u> DT had kept governors updated on attendance and the increases seen since last year. The most recent update had attendance at 66%. He stressed the emphasis on attendance and the strategies in place. The terms of reference had also been amended to ensure attendance was a main focus in learning and standards meetings. DT felt these measures ensured a separate attendance sub group, as discussed at the last meeting, was no longer necessary. The leadership team reported on the pressures on their time and they were confident attendance was a main priority which governors could oversee through normal monitoring. LI was pleased to note the increase and asked if there was staff capacity for 100% attendance. SJC confirmed the staffing number was based on full capacity. HE commented on the amount of work absenteeism caused staff with phone calls, referrals and meetings and believed that more pupils in Centres reduced administration work.</p>	LR 8/12/20 HE 22/3/20  LI

	<p>TY was concerned that governors had asked for a sub group to focus on attendance. He believed that attendance was often better at the beginning of an academic year and that it was vital the numbers remained high. BS recommended that the idea of a sub group was replaced by weekly data and regular reports and discussions at Learning and Standards. FY was currently working on an attendance spreadsheet with comparison data from previous years.</p> <p>The SLT had considered the number of questions and requests received from governors and suggested a single email point which they could respond to during allocated times. Governors noted the importance of ensuring the SLT did not feel obligated to reply immediately and IS explained the system he had put in place at his school. HE reiterated the pressures on staff due to covid 19 and governors agreed to monitor attendance through weekly reports and L&amp;S meetings, rather than a separate group. They also recommended a process was put in place to avoid staff feeling under pressure to respond immediately to emails.</p> <p>The proposed strategy meeting was postponed until after the WSCC SEND strategy review and when the SLA between the council and WSAPC had been agreed.</p>	<p>Regular monitoring</p> <p>SJC 23/3/20</p>
6)	<p><b>Discuss changes to committee terms of reference and ensure they match with the suggested Headteacher report so they talk to each other</b></p> <p>Governors thanked BT for the work he had done. They asked for pupils' pastoral care and equality and diversity to be added to L&amp;S and to cross check with FY's proposed L&amp;S terms of reference to ensure all points were included. BT agreed to add the policies and governors asked that governor visits reports should be no longer than 2 sides of A4 paper.</p> <p>BT raised links to centres or to key strategic areas. After careful discussion, governors recognised the benefit of having specific centre links but also felt some areas should have one governor oversight such as SEND and safeguarding. Governors approved the terms of reference as a working document and asked that any comments were sent to BT. In short term, TOR to be kept under review as committee meetings take place.</p>	<p>BT 23/2/20</p>
7)	<p><b>Approval of last FGB minutes: 21<sup>st</sup> October 2020</b></p> <p>The minutes were approved and electronically signed as a true record.</p>	
8)	<p><b>Matters Arising/Action Grid</b></p> <p>a) <u>Governor responsibilities/areas of allocation</u> SM confirmed that governors were able to choose which committee/s they joined. LR said that as the spread of experience on the committees was even, governors were welcome to express a preference, but if that changed, committee chairs were able to request certain governors.</p> <p>BS noted a governor was still required for oversight of sports premium but after some discussion, it was felt it would be more appropriate to have a governor allocated for primary education which could also include sports premium.</p> <p>b) <u>Safeguarding training</u> All current governors had undertaken the training and they passed on their thanks for the excellent sessions run by HE.</p> <p>c) <u>School Vision</u> DT confirmed they were investigating ways to have a more pupil friendly vision which captured the pupil voice.</p> <p>d) <u>Year 11 support post WSAPC</u> Government funding had been received this year and the benefits for pupils had been clear. Governors hoped funding could be found within the WSAPC budget to continue this valuable support and SJC confirmed the budget would be investigated.</p>	<p>22/3/20</p>
9)	<p><b>Any questions on committee minutes:</b></p> <p>a) <u>Chalkhill</u> Nothing to add to the minutes.</p> <p>b) <u>Resources</u> SJC confirmed the 3 year budget forecast would be added to sharepoint.</p> <p>c) <u>Pay (verbal report)</u> TY confirmed the committee had met and approved the recommendations set out to them.</p>	<p>SJC 11/12/20</p>

	<p>d) <u>Headteacher's performance management</u>  The HTPM panel carried out the Head Teachers' Performance Management, supported by Dave Cole as the independent advisor. The panel welcomed the robust process introduced with the support of the new independent advisor. The panel reached consensus of agreement and had made their recommendations to the pay committee.  BS noted the need for a third governor to join FY and himself on the committee and governors thanked GW for becoming the third member.</p>	
10)	<p><b>Headteacher's report</b></p> <p>a) <u>SEF</u>  DT welcomed any questions.</p> <p>b) <u>SLA (BS)</u>  Governors had a copy of the SLA proposed by WSCC with WSAPC track changes. They fully supported the need to understand the financial implications and SJC noted funding round the planned places had to be clear. The status of the governing body for a maintained school also had to be confirmed. It was agreed the SLA could not be signed until there was complete clarity and legal advice had been received. BS thanked governors for their support as WSAPC had put pressure on WSAPC to sign it quickly without due consideration. DT confirmed WSAPC was working closely with WSCC to ensure they were sending data to the council in the format they wanted. Governors agreed that any requested data should be readily available through the management information system.</p> <p>c) <u>Meeting with school link adviser</u>  Governors had received the draft report of the meeting. They noted the positive tone, input and support from Karen Furse. She had flagged up the number of ECHP/SEND pupils on roll and the impact this has on staff at WSAPC. She had also expressed her view that the SLA should not be signed until complete clarity was given.</p> <p>d) <u>Staff wellbeing</u>  Staff had a clear voice through the wellbeing committee. SM and KL were asked to comment as staff governors and both highlighted the issues staff were experiencing because of covid 19 and the challenge of maintaining wellbeing. All governors recognised the pressures staff were under and wanted to express their appreciation for the efforts they were making to provide excellent education and support to pupils during this period. LI offered to draft a letter on behalf of governors to be sent in the post at the start of the Christmas holidays.</p> <p>e) <u>Safeguarding (HE)</u>  HE updated governors on the significant increase in safeguarding concerns during the pandemic. She confirmed support for families from WSAPC was very strong and reported on one particular example where practice at WSAPC had been deemed excellent.  Governors noted the exceptional work being carried out in challenging circumstances. LI had been safeguarding governor and HE thanked her for her valuable support. GW agreed to take over as Safeguarding governor and would liaise with HE.</p>	LI/BS/DT 18/12/20
11)	<p><b>Policies requiring governor approval</b>  The policies due for approval would be posted on sharepoint and governors understood Lisa Stevens was working on a system that would allow governors to make comments and send their approval.  Teachers' Pay  Teacher's Appraisal  Health &amp; Safety</p>	Lisa Stevens
12)	<p><b>Key Themes of Meeting/Impact on pupils</b>  <b>Focus on attendance noting the benefit on pupils' emotional wellbeing to be in school.</b>  <b>SEF received.</b>  <b>Governors holding firm on approving the SLA until complete clarity had been received that give optimum outcomes for pupils.</b>  <b>Positive report received from School link adviser.</b>  <b>Robust examples of safeguarding practices.</b></p>	BS

	<b>Staff wellbeing committee in place.</b>	
<b>13)</b>	<b>Thank you</b> Governors thanked LI for her valuable contribution as a governor and for her input on safeguarding. They appreciated she had stayed on until the end of term to allow new governors to step up onto the Board. Her enthusiasm and expertise would be missed by all governors and staff at WSAPC and they wished her all the best for the future.	
<b>14)</b>	<b>Dates of next meeting</b> Chalkhill, Thursday, 21 <sup>st</sup> January at 4pm Learning and Standards, Tuesday, 23 <sup>rd</sup> February at 4pm Resources, 8 <sup>th</sup> March at 4pm FGB, Monday, 23 <sup>rd</sup> March at 4pm	

SIGNED.....*Bob Smytherman*..... DATE.....23<sup>rd</sup> February 2021.....

ACTION GRID DECEMBER 2020		
4	Governor action plan to be kept under review and worked on by governors	23/3/20
5b	New governor welcome letter sent. Check if a volunteer from Barnardo's willing to replace LI.	✓ LI
5c	Attendance to be monitored through weekly reports and at L&S meetings.	23/3/21
5c	Governor strategy meeting to take place following WSCC SEND strategy review.	Spring 2021
6	Amend terms of reference and add recommendations to learning and standards section. Keep under review at committees	BT/Cttee agendas
8a	Governor allocations to be kept under review and volunteers for centre vacancies: Crawley Burgess Hill Littlehampton & Chichester Inclusion Team And governor to have oversight of Primary.	Agendas/ all
9b	3 year budget forecast uploaded onto sharepoint.	SJC
10d	Posted letter expressing governor appreciation and thanks to all staff. Drafted by LI.	✓
11	Teachers' pay, appraisal and health and safety policies to sharepoint for governor approval	✓
OUTSTANDING ACTION GRID OCTOBER 2020		
7i	New governors to arrange pen portrait and picture for website. (Send to LR)	KL/SM/GW