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WSAPC Management Committee Meeting
on Microsoft Teams (due to covid 19)
19th May 2021 at 4.00pm

FGB present: Bob Smytherman (BS), Doug Thomas (DT), Richard Anderson (RA), Fi Young (FY), Katherine Lock (KL), Sue McMeeking (SM), Gina Webb (GW), Tess Eastmead (TE), Jodie Janes (JG)
Associate Members: Sam Channon (SJC), School Business Manager, Helen Ellis (HE), Ben Thomas (BT)
Clerk to the Governing Body: Louisa Rydon (LR)

MINUTES	
1)	<p>Welcome and apologies Apologies were received and accepted from Ian Straw and Bridie Garnham.</p>
2)	<p>Declaration of interests None to declare in today's meeting.</p>
3)	<p>Chairman's action and notice of AOB – see part II confidential minutes</p>
4)	<p>Governance</p> <p>a) <u>Committee membership and centre allocation</u> (see membership chart below) Governors expressed their choice for committee membership and the new chart is attached. Vacancies remained for allocated governors for Burgess Hill and Inclusion.</p> <p>b) <u>Pecuniary interests signature</u> LR confirmed the new Teams system had worked well with all governors submitting their signed forms.</p> <p>c) <u>Report on NGA's Young Governors' Network</u> GW highlighted the excellent network for governors under 40 and encouraged eligible governors to sign up. Governors recognised the value of having a visible presence and noted the positive Twitter use. SM highlighted the really successful cricket activities that had been show cased on Twitter.</p> <p>d) <u>Is online approval of policies working?</u> Governors were not being electronically informed when LR requested policy approval through Teams. Until the issue was resolved, LR to send email prompt.</p> <p>e) <u>Governor Action Plan</u> Governors had established a positive plan that needed to be regularly monitored and improved. It was agreed the action plan should form a part of the housekeeping governor meeting each year in September.</p>
5)	<p>Approval of last FGB minutes including confidential minutes: 23rd February 2021 The minutes and confidential minutes were approved and electronically signed as a true record. Governors asked LR to keep confidential minutes off sharepoint and file separately. Governors were able to request them if required.</p>
6)	<p>Matters Arising/Action Grid</p> <p>a) <u>Terms of reference recommended for approval by committees</u> Approved. Annual approval would now take place at the September housekeeping meeting.</p> <p>b) <u>Governor expenses</u> WSCC had issued new guidance. LR to send to all governors with policy for discussion at next FGB.</p> <p>c) <u>Governor safeguarding meeting</u> HE and GW had organised a positive meeting with a second one scheduled for the next half term.</p>
7)	<p>a) <u>Resources</u> (8/3/21) Note Approval of:</p> <ul style="list-style-type: none"> • <u>Scheme of Delegation</u> <p>Approved and signed.</p>

Govs under 40.

LR

Sept FGB agenda

Sept FGB

LR 07/12/21

	<ul style="list-style-type: none"> • <u>Statement of internal control</u> Approved and signed. • <u>Charging & remissions</u> Approved. <p>b) <u>Learning and Standards</u> (22/3/21) Nothing to add to the minutes.</p> <p>c) <u>Chalkhill</u> (6/5/21) JJ was thanked for joining the committee.</p>	
8)	<p>End of year 2020/21 finance report</p> <p>SJC confirmed the preliminary carry forward figure (£348,457.55) and reported on the restrictions around expenditure during the pandemic. Governors noted the underspend fell within the 8% limit and the carry forward had been allocated for 2021/22.</p>	
9)	<p>Review and approve 2021/22 budget</p> <p>SJC gave governors a presentation on the budget planning with 2021/22 being year 1 of the three year plan. Governors were aware of the change in the type of student coming to WSAPC over the past four years and the impact their needs had on budgeting. DT highlighted the importance of raising AP's profile with the DfE to lead to much needed investment. Staff were experts in their field and with continued training there was an opportunity to support other schools and be part of the inclusion strategy for WSCC and other areas.</p> <p>Governors appreciated the costs of an experienced staff and the need to have more clerical support with multi-sites. They carefully discussed the three year overview and applauded the planning behind making adjustments in year to reduce deficits for a balanced budget for years 2 & 3.</p> <p>RA noted the positive changes SJC had made to the Chalkhill budget following the 6/5/21 meeting. SJC believed the further necessary savings for year 2 and 3 were manageable and reported on some options.</p> <p>Governors thanked SJC for the clear presentation and approved the total budget share for WSAPC, 2021/22 of £6,577,779.24.</p>	
10)	<p>Approve SFVS</p> <p>The SFVS demonstrated effective resources management and governors had previously noted the uniqueness of the provision which led to the results. Approved and signed.</p>	
11)	<p>HTPM review and agree advisor/process for 2021/22</p> <p>LR to arrange a date for October with Dave Cole of Shine Consulting. The committee is BS/FY and GW. GW was thanked for booking onto the training.</p>	LR 28/5/21
12)	<p>INSET days approval</p> <p>DT confirmed there would be five days for safeguarding, teaching and learning, wellbeing, restorative justice and team teach. 1st/2nd September confirmed. The final three dates (November, January and two twilights for Team Teach) would be confirmed once providers had agreed a date.</p> <p>Governors approved five days and were invited to all Inset days. HE felt it would be beneficial for governors to attend the 1/9/21 where all staff would be at Burgess Hill for activities and safeguarding refresher training. FY commented on how enjoyable the training had been last year.</p>	All 1/9/21
13)	<p>Confidential Part II agenda item</p> <p>Nothing to report.</p>	
14)	<p>Key Themes of Meeting/Impact on pupils</p> <p>Robust scrutiny of budget. Shown to be sustainable over three year plan.</p> <p>New safeguarding governor in place and meetings held.</p> <p>Joined NGA's young governor network.</p> <p>Shown to be proactive with contingency planning through covid – cricket activity hugely positive for students.</p> <p>Positive presence on Twitter.</p>	
15)	<p>Dates of next meeting</p>	

<p>Governors agreed to continue with meetings on Teams but stressed the importance of in-house monitoring and when guidance changed, governors would be welcome in centres.</p> <p>Remaining summer term meetings dates – note change of date for L&S. Learning and Standards: Wednesday, 23rd June 2021 at 4pm FGB: Wednesday, 7th July at 4pm</p>	
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SIGNED.....*Bob Smytherman*..... DATE.....7th July 2021.....

OUTSTANDING ACTION GRID MAY 2021		
4c	Eligible governors to sign up to NGA Young Governors' network	Young governors
4d	Policy email prompt to governors when Teams approval sent out.	✓
4e	Review/monitor governor action plan at September FGB	Agenda
6a	Terms of reference annual approval at September FGB	Agenda
6b	New guidance sent to governors.	✓
10	Organise HTPM date.	✓
12	Attend Inset days where possible. All staff at Burgess Hill 3/9/21	All 3/9/21
15	Note learning and standards change of date. Now 23/6/21	✓
OUTSTANDING ACTION GRID		
7i	New governors to arrange pen portrait and picture for website. (Send to LR)	GW/JJ

WSAPC Governing Body 2020/21

Chair	Bob Smytherman
Vice Chair	Fi Young

Committee Membership

Headteacher and Chair: Ex Officio all committees

Resources	Learning & Standards	Chalkhill
Bob Smytherman	Fi Young (chair)	Richard Anderson
Doug Thomas	Doug Thomas	Doug Thomas
Richard Anderson	Bridie Garnham	Fi Young
Fi Young	Sue McMeeking	Jodie Janes
Tess Eastmead	Katherine Lock	
Gina Webb		
Associate Members:	Associate Members:	Associate Members
Sam Channon	Sam Channon	Jackie Clack
Helen Ellis	Ben Thomas	Sam Channon

Headteacher Performance Management	Bob Smytherman	Fi Young	Gina Webb
HTPM Appeal	Richard Anderson		
Pay Review	Chair of resources –		Pay review to be handled within resources
Pupil Admissions	n/a		
Staff Dismissal Appeal and Pupil Discipline	Set up as appropriate		
Complaints	Set up as appropriate		

Link Training Governor	Fi Young
SEN/CLA/Pupil Premium	Gina Webb & Sue McMeeking
Primary to include sports premium	
Safeguarding	Gina Webb
Health & Safety	Fi Young
Whistleblowing	Bob Smytherman
Website	Bob Smytherman
Student Voice/School Council	Bridie Garnham & Katherine Lock

CENTRE	ATTACHED GOVERNORS
Crawley	Sue McMeeking
Burgess Hill	Governor required
Lancing	Bridie Garnham
Worthing	Gina Webb
Littlehampton & Chichester	Fi Young
Chalkhill & Blended Learning	Richard Anderson
Inclusion Team	Governor required