

WSAPC Management Committee Meeting  
on Microsoft Teams (due to covid 19)  
Wednesday, 7<sup>th</sup> July at 4.00pm

**FGB present: Bob Smytherman (BS), Doug Thomas (DT), Richard Anderson (RA), Fi Young (FY), Katherine Lock (KL), Sue McMeeking (SM), Ian Straw (IS), Gina Webb (GW), Tess Eastmead (TE), Bridie Garnham (BG), Jodie Janes (JG)**

**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>Welcome and apologies</b> Apologies were received and accepted from Jodie Janes. Tess Eastmead would turn off her camera at 4.30pm and listen to the meeting.</p>
<b>2)</b>	<p><b>Declaration of interests</b> None to declare in the agenda.</p>
<b>3)</b>	<p><b>Chairman's action</b></p> <ul style="list-style-type: none"> <li>a) <u>see confidential part II minutes</u></li> <li>b) <u>Meeting with WSCC</u></li> </ul> <p>Paul Wagstaff and Ellie Evans had instigated a meeting with BS and DT. DT believed that there was an acknowledgement of WSCC's lack of communication with WSAPC. They had promised to share plans for Alternative Provision and asset scoping but nothing had been received yet.</p> <ul style="list-style-type: none"> <li>c) <u>Cricket Match</u></li> </ul> <p>BS had attended the excellent cricket initiative and had seen how much pupils had enjoyed being involved. Governors asked for their thanks to be passed onto the organisers.</p>
<b>4)</b>	<p><b>Notice of AOB</b> Burgess Hill Kitchen – see item 12.</p>
<b>5)</b>	<p><b>Headteacher's Report</b> Governors had received the report for the Spring term. BT commented on covid's impact and the school closure. Governors were concerned with the increase in assaults and asked if there were any underlying reasons. BT felt that the strictures of lockdown had caused issues for pupils and school was the only place they could attend. HE commented that having two centres closed and pupils mixing with unfamiliar peers had also had an impact. Governors to keep under review and support school. Governors thanked DT, HE and BT for the comprehensive report.</p>
<b>6)</b>	<p><b>Safeguarding Annual Report</b> HE had met with GW as safeguarding governor and discussed the report. There had been an increase in reports on CPOMS but there was no evidence of patterns or trends. HE believed this was due to the constantly changing cohorts in centres and felt using case studies would be a more effective way of studying the data. SM pointed out the limitations of CPOMS in reporting and that incidents recorded under 'other' were very high. HE confirmed she had looked at increasing the number of categories but that also caused confusion. She would assess the categories when the new safeguarding and Keeping Children Safe in Education policies were published. Governors were aware the number of pupils with safeguarding concerns was smaller but there were some more extreme concerns. BT commented that a number of pupils were beyond the remit of WSAPC but there was a shortfall in appropriate facilities. Governors were concerned that a number of pupils were wrongly placed at WSAPC and BT reported on the long waits for assessment and suitable placements. HE confirmed it was a national problem and that the impact of covid meant it could get worse. DT reported on an increase in training and number of designated safeguarding leads in WSAPC for increased support. HE highlighted the good communication</p>

HE  
6/12/21

	<p>she had with outside agencies with regular meetings round youth violence. However, governors were concerned WSAPC were not involved with the education team despite promises from Paul Wagstaff. Governors strongly believed WSAPC should be part of the solution to support young people and discussed whether they should be expressing their concerns publicly. SJC felt WSCC were aware of the issues and were trying to put measures in place. SM commented that there was a culture in schools and academies to quickly exclude and then not be prepared to take students back. She believed this led to pupils becoming comfortable at WSAPC and consequently less willing to go back to mainstream. Governors gave their full support for improving inclusion and HE would keep it monitored and organise a meeting with SENAT if appropriate. GW, as safeguarding governor, was pleased to note the improvement in multi-agency working.</p> <p>RA checked that the new processes were working at Chalkhill and HE confirmed CPOMS was being used more frequently giving a better understanding of the challenges.</p> <p>HE confirmed the NSPCC audit was done annually in the Autumn term and the action plan was in place.</p> <p><u>CLA (children looked after) Report</u></p> <p>HE apologised for the delay in submitting the report to governors and reported on the impact of lockdown on strategic development. Governors agreed the CLA report should come to the 2<sup>nd</sup> Autumn FGB annually. (LR to check terms of reference.) Governors asked about CLA attendance. Again, HE felt there were no patterns or trends, though she did note that attendance of out of county CLAs was better than WSCC pupils. Governors felt individual case studies would be a good way of reporting. BS checked that all CLAs were having regular PEP meetings.</p> <p><u>Safeguarding Course</u></p> <p>GW recommended an online safeguarding course which was currently free online. All governors were encouraged to follow the link.  <a href="https://event.webinarjam.com/register/244/7q9g6im">https://event.webinarjam.com/register/244/7q9g6im</a></p>	<p>LR 20/9/21</p> <p>All 1/9/21</p>
7)	<p><b>Health and Safety Report</b></p> <p>As health and safety governor, FY had asked for an interim report and SJC had submitted an early report. She highlighted the four different areas and confirmed health and safety self-assessment had improved following more training. She commented on the ongoing work to report and record accidents more accurately. FY was pleased to note that there had been no incidents during the off-site visits. Governors were pleased to see the rigour behind health and safety and passed on their thanks to SJC and all staff members for taking health and safety so seriously.</p> <p>FY confirmed she was looking forward to having the opportunity to go into centres in her role as health and safety governor.</p>	
8)	<p><b>Approval of last FGB minutes: 19<sup>th</sup> May 2021</b></p> <p>Item 3 was moved to confidential minutes. The minutes were signed and approved as a true record.</p>	
9)	<p><b>Matters Arising/Action Grid</b></p> <p>a) <u>INSET days 2021/22</u></p> <p>2/9 and 3/9 had been confirmed and governors were invited to attend. Calendar to be shared with governors.</p>	<p>SJC/LR 19/9/21</p>
10)	<p><b>Committee minutes</b></p> <p>a) <u>Learning and Standards (23/6/21)</u></p> <p>There had been a focus on attendance which had given the committee a complete understanding of the issues and the difficulty of making comparisons with the impact of covid. Individual case studies had been confirmed as a more effective way of reporting and governors had requested more qualitative data giving the context surrounding attendance.</p>	<p>FY</p>
11)	<p><b>Governance</b></p> <p>a) <u>Renew BS term of office as LA Governor</u> - approved on line by governors  Governors had voted and agreed a further term for BS as LA governor. FY to complete form as vice chair and LR to send application form.</p>	<p>FY/LR 19/7/21</p>

	<p>b) <u>Procedure for governor policy approval</u> Governors agreed policies should be sent to them for approval with a two week timeline for comments. After two weeks comments would be incorporated/discussed and the policy approved.</p> <p>c) <u>Governor expenses</u> Governors had received the new WSCC guidance.</p> <p>d) <u>WSCC governor survey</u> (attached) Governors completed the form. LR to submit to WSCC.</p>	LR 15/7/21
12)	<p><b>AOB – new kitchen at Burgess Hill</b> SJC reported on the plans and cost for the new kitchen at Burgess Hill which would be used for Cook and Eat and vocational training. Governors confirmed the money was within budget and approved the expenditure. BS as current chair of resources signed the purchase order.</p>	
13)	<p><b>Key Themes of Meeting/Impact on pupils</b>  <b>Robust safeguarding in place with governor input.</b>  <b>Strong health and safety</b>  <b>Recognition of changing complexities of learners and impact on staff. WSACP are offering a wide range of education and opportunities for pupils.</b>  <b>High expectations for students with academic and enrichment programme.</b>  <b>Develop ways to transition pupils back into mainstream.</b></p>	
14)	<p><b>Dates of next meeting</b> Next FGB: Monday, 20<sup>th</sup> September 2021 at 4pm – apologies from TE. LR to send terms of reference and governor strategy with minutes for discussion at meeting. Meetings would continue online with governors going into centres for monitoring and events. Meetings to be added to calendar.</p>	

SIGNED.....*Bob Smytherman*..... DATE.....20/9/21.....

OUTSTANDING ACTION GRID July 2021		
6	Consideration for categories in CPOMS once new safeguarding/KCSiE were issued.	HE
6	Annual CLA report at 2 <sup>nd</sup> Autumn FGB. LR to check ToR.	LR
6	Sign up for safeguarding course. <a href="https://event.webinarjam.com/register/244/7q9g6irn">https://event.webinarjam.com/register/244/7q9g6irn</a>	All
9	WSAPC calendar to governors with finalised governor dates	LR/SJC
11a	Complete nomination form for BS term of office renewal for LA governor	FY/LR
11d	Complete governor survey as directed by governors	✓
		✓
OUTSTANDING ACTION GRID MAY 2021		
4e	Review/monitor governor action plan at September FGB	Agenda
6a	Terms of reference annual approval at September FGB	Agenda
7i	New governors to arrange pen portrait and picture for website. (Send to LR)	GW/JJ/KL

**WSAPC Governing Body 2020/21**

<b>Chair</b>	<b>Bob Smytherman</b>
<b>Vice Chair</b>	<b>Fi Young</b>

**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	
Associate Members:	Associate Members:	Associate Members
Sam Channon	Sam Channon	Jackie Clack
Helen Ellis	Ben Thomas	Sam Channon

<b>Headteacher Performance Management</b>	Bob Smytherman	Fi Young	Gina Webb
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<b>HTPM Appeal</b>	Richard Anderson
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<b>Pay Review</b>	Chair of resources –		Pay review to be handled within resources 2020.21
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<b>Pupil Admissions</b>	n/a			
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<b>Staff Dismissal Appeal and Pupil Discipline</b>	Set up as appropriate
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<b>Complaints</b>	Set up as appropriate
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<b>Link Training Governor</b>	Fi Young
<b>SEN/CLA/Pupil Premium</b>	Gina Webb & Sue McMeeking
<b>Primary to include sports premium</b>	
<b>Safeguarding</b>	Gina Webb
<b>Health &amp; Safety</b>	Fi Young
<b>Whistleblowing</b>	Bob Smytherman
<b>Website</b>	Bob Smytherman
<b>Student Voice/School Council</b>	Bridie Garnham & Katherine Lock

<b>CENTRE</b>	<b>ATTACHED GOVERNORS</b>
<b>Crawley</b>	Governor required
<b>Burgess Hill</b>	Governor required
<b>Lancing</b>	Bridie Garnham
<b>Worthing</b>	Gina Webb

<b>Littlehampton &amp; Chichester</b>	Governor required
<b>Chalkhill &amp; Blended Learning</b>	Richard Anderson
<b>Inclusion Team</b>	Governor required