

WSAPC Management Committee Meeting
on Microsoft Teams (due to covid 19)
Monday, 20th September at 4.00pm

FGB present: Bob Smytherman (BS), Doug Thomas (DT), Richard Anderson (RA), Katherine Lock (KL), Sue McMeeking (SM), Gina Webb (GW), Tess Eastmead (TE)

Associate Members present: 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 from Fi Young. Ian Straw, Bridie Garnham and Jodie Janes did not attend the meeting.</p>	
2)	<p>Declaration of interests BS: Chair of Governors, St Mary's Primary School, Worthing</p>	
3)	<p>Governor terms of office. Governors had recommended BS for a third term of office as LA governor and the paperwork had been sent to WSCC. To ensure BS was on the governing body, the governors unanimously voted to co-opt him onto the board. LR to inform Governor Services.</p>	LR 24/9/21
4)	<p>Election of Chair LR carried out the election and BS was duly appointed as chair of governors until the first full meeting of the September term 2022.</p>	
5)	<p>Election of Vice Chair Fi Young had confirmed she was happy to continue as vice chair and was duly elected to the position until the first full meeting of the September term 2022.</p>	
6)	<p>Notice of AOB None.</p>	
7)	<p>Headteacher's report Governors had received the headteacher's report and thanked the leadership team for a valuable overview of how WSAPC had performed during the challenges of the pandemic. They particularly commented on the attendance and reintegration figures.</p> <p><u>Attendance</u> The attendance figures were higher than the national average despite the decision to keep year 11 on roll until 31/8/21. Governors fully supported keeping year 11s on roll which had allowed staff to give pupils the help and guidance needed.</p> <p><u>Data and attainment</u> Governors discussed the discrepancies in the data between centres and appreciated their different strengths. They applauded the aspiration of all centres to work together to share areas of expertise. BT reported on the leadership roles subject leads had taken on learning with the aim of driving consistency across the centres. Governors also noted the challenges with behaviour during lockdown and were pleased to learn of the targeted support as lockdown eased. BS had had a successful visit to Lancing and had been impressed with the positive engagement between pupils and staff.</p> <p><u>Reintegration</u> Reintegration rates had improved in 2021/21 and governors were aware of the hard work and dedication of staff to bring this about. They agreed they could measure the success of reintegration in the number of pupils who did not come back to WSAPC. It was felt the college's reputation amongst headteachers was improving and governors discussed ways of celebrating the achievements. SJC suggested individual case studies with pupils who had successfully reintegrated talking about their experience. BT/HE to discuss.</p> <p><u>Worthing/Northbrook</u></p>	BT/HE 6/12/21

	<p>Governors had heard rumours that Northbrook College planned to sell the Broadwater site. SJC/DT confirmed there was no definite news but it was likely there would be an impact on WSAPC with the strategic changes taking place. HE assured governors that the merger of Worthing and Lancing was positive for pupils and SJC reported on the benefits. Governors felt it would be positive to have the Worthing building if WSAPC became an academy.</p> <p><u>Governor visits</u></p> <p>Governors were invited to attend all centres not just the one allocated to them. Visits could easily be arranged by contacting DT.</p> <p>BT to add Crawley date to HT report and resend to governors.</p>	<p>All</p> <p>BT</p> <p>25/9/21</p>
8)	<p>Progress against Governor Action Plan and Governors' strategic vision</p> <p>Governors had begun to implement the action plan worked on through the training from Shine Consulting. Governors agreed to study the plan and meet to progress it now the covid restrictions were easing.</p>	<p>BS</p> <p>6/12/21</p>
9)	<p>Governance</p> <p>a) <u>Current Instrument</u></p> <p>Governors understood the current Instrument was within the legal framework and approved the current version. They noted the importance of having primary and secondary support on the governing body and DT would follow up with Ian Straw on his membership. Tess Eastmead reported on the work she was doing in primary and secondary sectors and governors were delighted to have her support in both areas.</p> <p>b) <u>Governor expenses procedure</u></p> <p>Governors were reminded they were able to claim for expenses.</p> <p>c) <u>Approval for code of conduct</u></p> <p>Approved and signed by BS as chair on behalf of the governing body.</p> <p>d) <u>Declaration of pecuniary interests.</u></p> <p>SJC confirmed all governors had completed the form in April. Governors were asked to return the form to LR if they had anything new to declare since April</p> <p>e) <u>Completed skills audit</u></p> <p>To be completed in advance of the next FGB. RA commented that the new benchmarking system made it easier to complete and a valuable document.</p> <p>f) <u>Governor details on the website</u></p> <p>The 2020/21 document had been completed and was approved for upload onto the website. RA raised HE's and SJC's term of office as associate governors. They were unanimously re-appointed for a further 4 year term.</p> <p>Governors who had not sent their photo and short bio for the website were asked to send them to LR.</p> <p>g) <u>Confirmation of governors' membership of committees and allocations</u> (attached to agenda)</p> <p>BS asked for volunteers for the resources chair and SJC noted the importance of financial skills. After some discussion, LR was asked to approach FY about handing over chair of learning and standards to TE and taking on the resources committee. TE was concerned she did not have the right experience to become chair of learning and standards but governors were confident she would with their and the clerk's support.</p> <p>TE volunteered to take on oversight of Inclusion and LR to approach Jodie Janes re Burgess Hill.</p> <p>h) <u>Safeguarding training</u></p> <p>Governors had received the training power point and HE would forward the quiz. Two dates were available for governors to attend the training and Teams links would be forwarded:</p> <p>Monday, 4th October at 2.45pm Friday, 15th October at 2.45pm.</p> <p>HE asked they followed the link to the Keeping Children Safe in Education and completed the Educare quiz in advance. She also confirmed governors would be invited to further safeguarding areas targeted for training later in the year.</p> <p>i) <u>Review and approve committee terms of reference</u></p>	<p>DT</p> <p>11/10/21</p> <p>All</p> <p>6/12/21</p> <p>GW, TE, JJ</p> <p>LR</p> <p>11/10/21</p> <p>LR</p> <p>11/10/21</p> <p>All</p> <p>4/10/21</p>

	RA had become the link governor for blended learning alongside Chalkhill and he asked that it was included in the terms of reference. BT to find the right place for recommendation at the next meeting. Approved.	BT 6/12/21
10)	Approval of last FGB minutes: 7th July 2021 The minutes were approved and electronically signed as a true record.	
11)	Matters Arising/Action Grid a) <u>WSCC communication on AP plans</u> Governors were disappointed no plans had been shared to date. b) <u>Safeguarding training</u> RA had completed the training which GW had recommended. All governors were encouraged to complete it whilst it was still free. https://event.webinarjam.com/register/244/7q9g6im c) <u>School calendar</u> Send to LR for distribution to governors.	All 4/10/21 LR/SJC 11/10/21
12)	Key Themes of Meeting/Impact on pupils Governor roles/allocations had been confirmed. Positive data on reintegration and attendance. There had been no major attainment issues following the impact of covid. Support for year 11s had been successful and had a proven impact. Twitter was publicly showcasing the work of staff. Governor visits were encouraged again.	
13)	Dates of next meeting Learning and Standards, Monday, 11 th October at 4pm. Chalkhill, Thursday, 4 th November at 4pm Resources, Monday, 15 th November at 4pm Pay, Monday, 15 th November at 5.30pm FGB, Monday, 6 th December at 4pm	

SIGNED.....*Bob Smytherman*.....DATE.....6th December 2021.....

ACTION GRID October 2021		
3	Inform WSCC of governor positions: BS co-opted and HE/SJC reappointed as associate governors	✓
7	Consider ways to celebrate reintegration success stories.	✓
7	Governors to arrange visit to centres.	✓
7	Re-send HT report.	✓
8	Progress governor action plan and strategic vision – all governors to read and consider next steps for meeting.	✓
9	Check IS commitment to FGB	✓
9d & e	Complete declaration of interests if any new conflicts since April 2021. Complete skills audit for discussion at December FGB.	✓
9f	Website details to be uploaded onto website. Governors without picture/biog to send to LR for upload.	Agenda 6/12/21
9g	Approach FY with idea to take over resources chair. Ask JJ to take over Burgess Hill centre allocation.	✓
9h	Read KCSiE links and complete safeguarding training quiz for attendance at training session on either 4/10 or 15/10 at 2.45pm.	✓
9i	Include inclusion in terms of reference	Agenda 6/12/21
11c	School calendar to be sent to all governors.	✓