MEETING 116 – PART 1 - MINUTES of Full Governing Board Meeting 19th October 2023 – hybrid

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| Attendee | Initial s |  | Arrival / Departure | Attendee | Initials | Role | Arrival / Departure  e |
| AMANDA BURROWS | AB |  | 5.00PM-7.10PM |  |  |  |  |
| JENNIE HARVEY | JH |  | 5.00PM-7.10PM |  |  |  |  |
| CRAIG BANYARD | CB |  | 5.00PM-7.10PM |  |  |  |  |
| BEN MITCHELL | BM |  | 5.00PM-7.10PM |  |  |  |  |
| HAYLEY HARDY | HH |  | 5.00PM-7.10PM |  |  |  |  |
| LAUREN HAYDOCK | LH |  | 5.00PM-7.10PM |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Apologies | Initial s |  | Reason | Apologies | Initials |  | Reason |
| LORRAINE OVEY | LO |  | Personal reasons |  |  |  |  |
| MAXINE SHEPPHERD | MS |  | Unwell apologies given |  |  |  |  |
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| FOCUS | | * Ensuring clarity of vision, ethos and strategic direction * Holding the Headteacher to account for educational performance of the school and its students * Overseeing the financial performance of the school and making sure its money is well spent | |
| 1. | 116.210 | Apologies | Lorraine sends apologies as she is unable to attend.  MS did not attend. Apologies were sent prior to the meeting. |
| 2. | 116.211 | Declaration Pecuniary/non- pecuniary interest | No governor had any interests in any of the items. |
| 3. | 116.212 | **Minutes of**  Part One Minutes – 21st Sept 2023  Part Two Minutes – 21st Sept 2023 | Part one minutes agreed with a unanimous vote.  Part two minutes all agreed unanimous vote. |
| 4. | 116.212 | **Premises, Health & Safety**   * Spot Checks   Premises Updates | MB was unavailable to attend. AB made all governors aware MB has agreed to stay on as an Associate governor and manage premises, health and safety.  Action from last meeting in part one minutes was for JH to find out the guarantee of the new builds roof. JH made everyone aware she now has a copy of the 25-year guarantee.  AB said MB will go over this agenda item in more detail on his return.  HH asked ‘’What about the carpet in new build?’’ JH responded that it’s on the snagging list to be done over the holidays. JH also made everyone aware she is collating all the snags on a list and the school has 12 months to rectify.  AR mentioned during her presentation that during half term there were many jobs taking place in the school. AR said the lift in the sports hall was an issue with lower school so the door to the hall will now be on a fob system.  AR said there is still a snagging list for the new-build. The heating system isn’t working correctly so it has been disconnected so no heating at all at present. Heating will be done via an app.  Concerns about the roof bubbling so it needs to be checked. There were leaks where it wasn’t sealed correctly but it’s all being investigated.  A gate to stop pupils getting down the side of the boiler room was put on the wrong way so is being manned for the meantime.  Area that goes into the MUGA (Multi-use Games Area) there is no drainage so when it rains there is a huge puddle, drain is to be installed. Supposed to be scheduled over half term AB asked’’ if there are lots of jobs over half terms?’’ JH said yes. No deadline but they have 12 months to be fixed/changed they have been asked to do this after 3.30pm, before 9am or in the holidays to prevent any disruption to the school. Roofing company came but they couldn’t fit any equipment through the tiny entrance. JH is ensuring all communication comes through her.  AR said roof guarantee has been received. During summer the outdoor play area was supposed to be put back the way it was but was left in a bad way and we want to get it done as quick as possible. MB has contacted DDC to see if they will pay some of the money, this needs to be done properly and the quotes are around 7-12k for work. One of the companies that has done other work in the school and is a trusted local company. AR said we can afford it and if DDC will help pay for it is a bonus, JH said they thought there was no way to put it back in a decent way so thinks they won’t help pay. AR asked for the 10k quote to be given thought. All governors agreed, unanimous vote.  AR mentioned in the budget was for the flooring for school. Three quotes were obtained for the new flooring in the entrance all the way down to the office. AR said will give the walkway a great new look. JH agreed.  AR explained there are two funds, one being the capital fund and the other the school budget fund. However capital fund given to make school keep its worth and maintain the value so certain work needs permission. AR proposed that the money left from DFE Energy Efficiency grant after Covid was carried forward to this year to make the dungeon area of the school into an independent living space for the students and name it Ocean Cottage in line with the new build’s name. AR made all governors aware that JH managed to get a grant towards the next project so in the pot was £50,726.27.  AB asked ‘’If they are affordable? AR said yes as new budget each year is based on pupil numbers. All in favour and a unanimous vote from all on the new project.  AB said it needs to be used. HH asked ‘what is the rough estimate? AR Said It will be 50k.  AB asks ‘’What if it went over and was unfinished?’’ AR said we wouldn’t start it unless we had plans to finish it, all the right avenues with the right people like architects Etc have been thought of as it’s a big investment.  CB asked’’ if we didn't spend the 22k would it be carried over? AR said it must be used this year or the grant will be gone. AB asked all governors to vote for the new project, unanimous vote. |
| 5 | 116.213 | **Policies**   * Access to Reading * Animal Farm TOIL * Staff Personal Property Damage * Collective Worship | AB wants everyone to note any future questions to be sent to her so she can see questions prior to the meeting. JH asked the Same regarding questions.  Access to Reading policy, no questions all voted as ratified.  Animal Care TOIL policy- All agreed, unanimous vote.  JH said 13 staff who wish to have the extra hours. This makes it very manageable. AB said lots of staff interested. Perhaps re look at it if more animals come to the school.  Staff- no comments or question all agreed, unanimous vote.  Collective Worship- page 2 comment, slight amendment AB noted on the first bullet point, but it was now amended. All agreed, unanimous vote. |
| 6 | 116.214 | Finance | AR attended via TEAMS to talks over the finances.  DDC have a new finance system, AR explained we are using a 30-year-old system and are the last using the system globally. Australian company withdrawing in December 2024 so we have got to move over to the new system by August 2024.  AR explained the Anomalies in the Budget and that the school is on track for the finance plan that was set. Teacher’s increase in pay 3.5% but it's at 6.5% gone to consultation and has been approved. AR explained we are unsure of how much pay grants we will be allocated.  No concerns from AR as considered all areas.  AB said there seems to be a lot of the unknown AR answered yes at the meeting everyone had so many questions, DCC over estimated finances. AR mention Itrent will be going back over past holiday pay as this this was incorrectly picked up. DCC want a working party and AR and AB would like to put themselves forward. Only a few special schools in the area so it can be different to mainstream schools.  AR explained prepopulating for the next budget in April was not something to be concerned with at this stage because our numbers are secure and going up. Percentages etc pension contribution for support staff has gone down from employers b By 1%.AR said No point doing budget now, collating information ready for the next budget but not preparing it in full at this stage.  JH spoke that in a Headteachers meeting that was attended in Braunton that there is a 60% difference in nursery student places compared to to year 11 and 60% less than previous. This reduction has seriously impacted school budget and was a miscalculation by DCC.  CB said Devon demographic has changed, local authority mis predicted.  AB gives thanks to AR for being clear on all finances etc. |
| 7 | 116.215 | Premiums Review | JH went over document which is accessible via Governor Hub.  Statutory responsibility to monitor use of pupil funding, nominated governor which is AB and she is monitoring it termly.  JH explained this is premium paid straight to school for children who live in low-income families so they can plug the attainment gap. The school gets more money if students are Looked After or adopted.  HH asked ‘Does it include fostering too? JH said yes, including Special Guardianship.  CB asked, ‘Do we have Forces families?’ JH said yes, we have one.  CB asked, ‘How do we sit?’ JH said special schools are generally high due to the number of students that come from low-income families.  The Educational Endowment Foundation (EEF) materials have been used to report Pupil impact. Craig asked what 5 months means, in relation to an intervention. AB explained that it will move a child’s skills on 5 months.  JH said we must adapt as the EEF is a benchmark, the report is based on July, money comes in twice over the year so it’s a partial guessing game.  CB asked, ‘When measuring success on attendance etc. with therapies how are you capturing it?’. JH said its gathering students voice about how they feel after to improve their emotional wellbeing. It comes down to the students’ voices. Difficult to get any data from it due to its Qualitative nature.  BM said interventions are based on needs, do they supply impact measures- JH said in some cases but it’s a mainstream model. It must be tailored to our school and students.  AB mentioned in Part B that it would be amazing to have a quote or something that makes it come alive. JH agreed it was a great idea and to action. JH said it’s hard as no solid evidence it's just seeing the engagement of learning etc.  AB thanked JH for her presentation. |
| 8 | 116.216 | **House Keeping Items**   * Skills Audit * LA Governor   Governor Recruitment Update | AB told all governors that skills audit needs to be collated.  AB gave a Governor recruitment update; A potential new Governor has unable to join due to other commitments. A potential other recruit D had also taken on more work commitments and couldn’t offer his time to the role, but potential in the future.  AB mentioned after the letter that was sent out there where two parents potentially interested so she has contacted them both about meetings. AB said it’s in the best interest to boost numbers or sharing portfolio responsibilities will be challenging. |
| 9 | 116.217 | **Staff Christmas Lunch** | AB reminded everyone that all governors are invited to Christmas lunch on the last Thursday of term.  JH asked if governors would approve that the staff’s lunch would be provided to them free of charge. Roughly around 50 staff.  All governors agreed with JH on the matter- Unanimous vote |
| 10 | 116.218 | **Portfolio Holder Reports** | AB asked BM to present his visits.  AB asked JH ‘’What is the current tribunal admissions situation it’s all late but how does it compare, is it worse than last year?’’ JH responded yes, there is a lot more and all very late.  Ben said it concerned him about the local authority’s admin and it was getting worse. BM said KN doing great job but a temporary reduction in SEND admin is having an impacy.  AB said it would be helpful for all governors to try to visit the school at least once a term.  -AB went over governor portfolio, and it was agreed-  -HH keeps safeguarding,  -BM keep SEND  -CB to take on Teaching Learning and Curriculum,  Premises remains MB for now.  -Maxine focus on wellbeing food and nutrition, think around her portfolio  -AB to do Fnance and Pupil premium.  Hopefully new governor will be able to cover the finances to allow AB to focus on the demands of being Chair. |
| 11 | 116.219 | **Effective Governance** | AB went over how rewarding the transformation of the dungeon will be to the students with all governors in agreeance.  AB said a considerable amount of money but will have a huge impact to the school.  All governors were happy with the meetings outcome. |