



MINUTES - Meeting 17th January 2019

FOCUS		<ul style="list-style-type: none"> 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 		
	66.990	<table border="1"> <tr> <td>Agenda</td> <td>Preparation Notes & Meeting Aims</td> </tr> </table>	Agenda	Preparation Notes & Meeting Aims
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2	66.991	<p>Apologies</p> <p>KH wished evryone a happy new year and introduced Bill (BR) our new Parent Governor to his first meeting. Three apologies received (A Palmer, F Corbin and Kevin B).</p>		
3	66.992	<p>Declaration pecuniary/non pecuniary interest</p> <p>None declared.</p>		
4	66.993	<p>Minutes of meeting 6th December 2019</p> <p>Governors had previous sight of minutes. No comments sent to Clerk. KH and SJB confirmed completed actions- minutes were signed and agreed as accurate. SJB informed BoG that an update on the Catering re-organisation will be presented at the February meeting.</p>		
5	66.994	<p>Health & Safety - Spot Checks</p> <p>PH reported to Governors all safety records and logs up to date and accurate.</p> <p>Incidents involving one particular pupil are still recorded regularly which account for around 52% of the total amount of incidents. CCB explained that these are being monitored very carefully by the school who are now liaising with the pupil's Educational Psychologist as well as the parents and CAHMS in order for the school to be able to provide the right provision for this pupil. CCB explained that the type of behaviours that have an impact on other pupils are now decreasing. The school is now liaising with a number of external agencies.</p> <p>PS has identified the need for work to be done on the school's emergency lighting and has allocated time to do this during the month of February.</p> <p>SJB spoke about an incident that took place today where a pupil got wedged and that PS found a temporary solution to close the area where this took place to prevent it happening again.</p> <p>A new fence is now in place to secure the school's site where the break ins took place last term. KH asked if the school is continuing in using TT to which CCB replied Yes and that the school will be looking at alternative 'steps' in the summer term and staff would then need to be trained in the Autumn term of next academic year.</p>		
MATTERS FOR DECISION				
6	66.995	<p>Policies</p> <ul style="list-style-type: none"> Accessibility plan Behaviour policy Charging and remissions Emergency time off Lettings policy Maternity/adoption support leave Quality assurance Directed time budgt. <p>Behaviour policy: Amendments made.</p> <p>Declaration of Relationships: CCB is proposing it is issued to all members of staff and that the information is kept in the staff files.</p> <p>Disqualification declaration form: school has been recommended to issue the form to all staff who are working in a child care capacity with children up to the age of 8 years old. This has to be done on a need basis ie holiday club. At the moment it applies to 10 members of staff. AR queried if this information would be picked up on DBS checks. Alison R replied this would not be the case and explained this is a requirement primarily for childminding situations. It was agreed by the BoG to adopt it.</p> <p>Lettings policy: minor typo amendments to be made.</p>		



			<p>Directed Time Budget: to be uploaded onto the school's website. All other policies agreed by BoG and signed by Chair of Governors.</p>		
7	66.996	<u>Budget</u>	SFVS presentation by ARub. All governors had previous sight. BoG happy to adopt		
8	66.997	<u>Residential trips</u>	Subsidies and total student payment was explained to BoG. The school has managed to keep the costs down after negotiating prices. Changes have been made to introduce longer days out in Lower School instead of a residential trip due to the lower age of the LS cohort. KH queried the cost of the LS residential being equal to MS when they are not staying overnight. These costings were clarified and explained for each of the school phase to BoG as well as the benefits of the changes by Alison R. Changes were agreed by the BoG.		
9	66.998	<u>MS playground development</u>	<p>Although the school's budget is going into a deficit it is imperative that the Junior Playground is expanded due to the increasing number of pupils needing access to the playground area and the change in the increase of high needs of the pupils. Behaviour data identifies the playgrounds as areas the pupils find hard to manage their behaviours. The school has introduced more lunch time clubs and allocated extra members of staff on duty during lunch times which has reduced the behaviour by around 8%. Toni G has done some research and work and presented several priority areas that need improving to SLT identifying the need for hard space as the most costly area. The School Council was also consulted. The LA has decided not to approve the proposed plan this academic year and therefore SJB has approached Wooden Spoon and the application will need to be submitted before March and the school will need to come up with a small percentage of the cost (10%). Alison R has approached Pentagon Play with the same work proposal. JH has a contact at Wooden Spoon and volunteered to contact them regarding this work proposal.</p> <p>PH raised that he would like to be involved in the building work for the playground area. Andrew R suggested the school contacts Variety Club regarding the work proposals. SJB explained that the LA would not approve this project as it doesn't allow for the school to take on higher number of pupils but it will improve the facilities for the current pupils. Kevin H sees this needed work as a capital project which would be an improvement on the existing facilities of the school and would be happy to agree this spend. The BoG proposed for the school to come up with the 10% of the cost of the work and go ahead with the project.</p>		
			MATTERS FOR INFORMATION		
10	66.999	<u>Staff absence</u>	<p>Staff absence figures were explained by Alison R. BR queried if targets will be set for next year and SJB explained that there will be work put into place which will led onto targets.</p> <p>Staff absence costings were presented by Alison R and KH asked if staff are entitled flu jabs. SJB explained that the pharmacy has confirmed they are but they are none available for this academic year. BoG are aware that the impact of existing staff illness has an impact on the wellbeing of other staff which then has an effect on the pupils. SJB explained to the BoG the absence triggers and that</p>		

			<p>following a meeting the school is now following the HR absence management policy with the support of HR guidance. KH queried if the data is shared with all staff as well as explaining the impact absences are having. SJB said that the overview and 'return to work' measures will be shared with staff at the next 'absence meeting' and that staff absences are now been cross referenced with the student's behaviour data.</p> <p>Sickness by term analysis was presented and explained to BoG. The policies are being applied more confidently and rigidly now and this is a very sensitive process. Andrew R asked when new system was brought in and SJB informed him this was after the Summer Term and that the changes have been slowly introduced since then.</p> <p>SJB gave the reasons as to why the school needs to be reasonable in applying the policy and that every step taken is with the advice from HR. Governors were invited to come to the 'capability training' session in school. BoG is pleased to learn the new measures put in place and that SLT is using a positive management and would like the data to presented to them termly due to the implications of absences on the costs to the school. Andrew R suggested adopting a school insurance to cover the absence costs but SJB explained that she has looked into this and it is not cost effective.</p> <p>KH suggested SJB to discuss in leadership the proposal of staff being informed of the impact of absences on the school's deficit and to feed back the outcome to the BoG at the next meeting.</p>		
11	67.000	<u>Staffing structure</u>	To be discussed in part 2.		
12	67.001	<u>Sentient</u>	SJB met with LA and there was a discussion around the SEND area. SG and SJB attended a meeting yesterday and pupil figures are almost full now for September 2019.		
13	67.002	<u>Headteacher's Report</u>	This has been uploaded onto the Governors secure website for their information.		
14	67.003	<u>Portfolio Holders</u>	Review Portfolio roles and commitments. JH felt her meeting with TW was very good and explained that more placements for the students have been created. SJB informed governors TW will be coming to the next meeting to present the new careers policy. Elaine P to take part in the Mock Interviews next Friday. SGV to facilitate contact details for Jo W.		
15	67.004	<u>Effective Governance</u>	KH felt this was a very beneficial meeting with many positive outcomes for students and school improvement. Meeting ends 7.30pm.		