

2.	99:441	<u>Declaration</u> Pecuniary /non- pecuniary interest	None conflicts of interested were declared
3.	99:442	<u>Minutes of</u> January 2022 meeting Part 1 and Part 2	Part One and Part Two Minutes <u>Unanimously agreed by the Governing Board to be a true and fair reflection of the meeting</u>
4.	99:443	<u>Premises, Health & Safety</u> - Spot Checks	<p>PH met the Premises Manager on 16th Feb 2022. All required checks including CO2 issues, Covid cleans, emergency lighting and fire alarm tests were all up to date. Churchills have carried out water clorification and informed the Premises Manager of some recommendations for their own water checks. These recommendations have been acted upon by the Premises Team.</p> <p>The are some works taking place in school during Half Term which includes new boilers and work to the dining hall.</p> <p>Team Teach (TT) books have all been accurately recorded and PH noticed a post-incident debrief is now attached to each TT page. CCB confirmed this is a debrief for students which allows for reflecting and the student to identify what might help them in future. Staff already have a debrief with a TT Tutor. SJB added the incidents currently in TT book were prior to student specific support being implemented.</p> <p>PH has also been shown land that the school has gained on the boundary. The Premises Manager has identified areas that need to be made more secure before it can be used to expand the Forest School area. PH mentioned this might have to wait until the Autumn once birds have finished nesting.</p>
5.	99:444	<u>Covid</u> - Risk Assessment - Wellbeing School Closure	<p>Risk Assessment - No amendments have been made to the Risk Assessment (RA). CB, AR and SJB scrutinised the RA prior to the Headteacher interviews. The RA still stood strong given the number of visitors coming into school and the activities planned.</p> <p>Wellbeing - The Wellbeing Group have organised afterschool walks and been involved with staff recruitment, but haven't been able to meet as a full group due to staff vacancies/absences.</p> <p>Today was the first day we have had no Covid cases amongst staff and students.</p> <p>School Closure – Item added at the beginning of the meeting</p> <p>The decision has been made to close the school on Friday 18th February 2022 due to the red weather warning. After receiving an email from Devon County Council (DCC) stating they support schools should they decide to close as long as it is agreed by the schools Governing Board. SJB contacted CB and the decision was made to give families as much notice as possible to arrange childcare etc. CB made this decision on behalf of the Board via the delegation of the Chair role as time was of the essence and our priority was the safety of students and staff, many of whom would have to travel from rural areas. Discussion followed and it was agreed unanimously that the school should close on 18th February.</p>

		<p>The Senior Leadership Team sent an email to parents, staff phoned parents and the information was also added to the school website and DCC's website. School transport had also been informed so no transport will be running tomorrow.</p> <p>Staff will be working, but from home either undertaking training or checking emails etc. Students can undertake remote learning however if due to the disruption it causes distress, families can undertake their own learning.</p> <p>SJB added that the Premises Team are securing the site as much as possible prior to them leaving on Thursday.</p>
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Matters for Decision

6.	99:445	<p><u>Policies</u></p> <ul style="list-style-type: none"> a) Accessibility Plan b) Charging and Remissions c) Finance d) Governors Allowance and Expenses e) Governors Annual Statement f) Maternity g) Anti-bullying 	<p>The following policies were all <u>approved</u> during the meeting: Accessibility Plan, Charging and Remissions, Finance, Maternity, and Anti-bullying.</p> <p>Governors Allowance and Expenses – This policy was <u>approved</u>. Clerk to check/add the usual claim form to the document.</p> <p>Governors Annual Statement – This policy was <u>approved</u>. Clerk to check if the statement is done on the last, current or upcoming academic year.</p>
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Matters for Information

7	99:446	<p><u>Finance</u></p>	<p>AR explained the School Financial Value Standard (SFVS). Format has been changed from red amber green (RAG) rating to no RAG rating. DCC have brought out a new Finance Tool however we don't need to use it as we're a Special Education school. It has to be submitted to DCC Audit Partnership by 31st March.</p> <p>HH asked AR if the Finance Governor section was correct? – AR confirmed correct version is now on Governor Hub.</p> <p>PH asked if AR is comfortable with it? AR is confident the SFVS is correct.</p> <p><u>The board all agreed to approve the SFVS for submission to DCC</u></p> <p>AR attended Bursar Briefing – Most of the meeting was around 'year-end' information. The support staff pay increase will be backdated to April 2021, however we are not sure when this will be approved as the Unions are supporting a strike. It is</p>
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			<p>hoped that the pay increase will be confirmed before year end. DCC have advised to workout costs of the pay rise of 2.75% to April 2021.</p> <p>Teacher pay rise will not be back dated to September 2021, however DCC advised to allow additional costs for teachers for the next two financial years.</p> <p>Due to rising costs, we have to add 2.75% after 2024 but the next 2 years we need to add 20% on electric and 40% gas budgets. More details to follow on this.</p> <p>SJB added that we are part of the DCC scheme to enable us to get the best energy deal possible.</p> <p>SIMs – AR informed the board that we use SIMs in school and this contract is no longer held by SCOMIS. DCC have advised we sign the contract with the new contract holder with a break clause inserted. DCC legal department will then examine this further.</p>
8	99:447	<u>Staff absence overview</u>	<p>AR presented the staff absence comparison. This data includes maternity leave, long term service days and unpaid leave. Removing Covid absences, which include the isolation period, it is great to see that staff absences have decreased year on year.</p> <p>SJB and AR have spent time supporting and enabling staff who are on long term absence to return to work.</p> <p>Employee Assistance Programme – The initial programme wasn't user-friendly and the FGB agreed last year that this should be changed to another provider. However after reviewing the user statistics it was noted that until the past week only one member of staff has accessed it, despite it being well advertised to our staff. We currently have 89 members of staff and 4 new staff starting on 28th February, therefore the costs of renewal will be just under £1000. The report shows how many staff have accessed the programme but there are no specific details. There are many support sites available for free online, which staff can have access to for nine months.</p> <p>AR proposed we don't renew the employee assistance programme but instead put this money towards the wellbeing of staff or something all staff will benefit from. We also have access to DCC Occupational Health and can fund more access if needed.</p> <p>HH asked if the majority of absences are due to staff wellbeing? AR no, it's a mixture of long-term absences as well. SJB added through conversations during their return to work meeting it is determined if stress is related to work or not. If it is work related stress we do a stress RA, if it is not related to school they are signposted to other services e.g. GP.</p> <p>CB asked when the year with the current provider finishes? AR – July 2022 as it was purchased just before this budget was implemented. AR arranged for the support representative to address staff and they were all fully informed of what is offered. It might not be negative to suspend the support, as staff don't need it. SJB added this fund could be used to purchase things for twilight training e.g. yoga or the wellbeing group can use it to fund other ideas.</p> <p>CB proposed at the end of current contract we don't continue with an employee assistance and money go towards staff wellbeing. <u>Agreed unanimously.</u></p> <p>EP asked if we could have staff feedback on what has been done for staff with this funding? AR will provide feedback at a future meeting. Clerk to add to Agenda cycle</p>

9	99:448	<u>Behaviour and attendance</u>	<p>CCB presented the snapshot of behaviour and attendance data which compared the data from Autumn 2020 and Autumn 2021. The data highlighted the biggest difference from 2020, was that in 2021 there were more authorised absences due to the change in Covid recoding on our attendance system. In 2020 everything was coded as X which did not impact attendance data, where as in 2021 confirmed cases were coded as I which affected the data. Also, in 2021 there was more illness, which is common during the autumn term, however higher than 2020 as we were not in lockdowns.</p> <p>There has been an overall reduction in Team Teach and behaviour incidents in autumn 2021, a trend that has been seen since 2017. 85% of Team Teach incidents in 2021 were before specific student support was put in place. As expected most incidents occur in Lower School, as this is where most of our new students are, then as students move up through the school incidents decrease. This demonstrates that the support plans in place are working to enable students to regulate their behaviour better as they move through the school.</p> <p>The school uses this data to help plan our timetable and put in place appropriate levels of staffing should they be needed at particular days/times of day.</p> <p>BM asked what is included as a serious incident? CCB confirmed serious incidents include any RPI, bullying or prejudice related incidents. Other incidents are low level/every day.</p> <p>SJB added that even though there have been a number of staff vacancies, the staff in school have a fantastic skill set to help students regulate their behaviour and keep incidents low. SJB has also met with the Deputy Headteacher to consider how to consistently capture the work staff do to support behaviour which will inform any updates to the behaviour policy in the future</p> <p>CB asked if the spikes by day have been repeated or generally reduced? CCB clarified that in general there has been a reduction and in the past there have been spikes on certain days due to specific lessons. Now the data shows that Monday-Thursday is quite consistent and Fridays is lower now that the day has been timetabled differently</p>
10	99:449	<u>Pre-appraisal Questionnaire</u>	<p>SJB shared the pre-appraisal questionnaire with Governors and explained that the questions are linked to the Teaching Assistant (TA) standards, and is used to see if a difference is being made to support staff's knowledge, understanding and skills set with the training received across the year</p> <p>There is quite a decrease in percentage of staff that 'strongly agree' with the questions this year, which is attributed to the recruitment of many new staff. This has been identified by those staff on their questionnaire, such as 'understanding their roles'.</p> <p>SJB reads all appraisals and helps to identify areas for specific staff training, and areas in which staff are very confident. The questionnaire showed a strong agreement from support staff that they know their students, and are able to use Communicate in Print and/or Makaton to provide support to students. Another strong positive from the questionnaire was that staff work well together, which saw a huge increase in agreement due to Covid and the strength of our school community throughout this period.</p> <p>The Senior Leadership Team use the information from the questionnaire to effectively target CPD ie with the MITA model so that all staff feel confident in giving student</p>

			<p>feedback, which in turn links into Evidence for Learning. It has also identified that some support staff need more subject specific training to enable them to better support their students, something of which is only currently provided to the teaching team.</p> <p>CB asked if the Headteacher reads the questionnaires/appraisals on an annual basis? SJB confirmed she does this, and hopes the new Headteacher would continue with it.</p>
11	99:450	<u>SEF</u>	<p>SJB explained School Evaluation Form (SEF) – this is a document that captures all the strengths and areas for development of the school and assists in informing a judgement as to where the school sits on the Ofsted framework.</p> <p>Our School Improvement Partner (SIP) has been working with us over the last few years and while the SEF demonstrates that we still have areas to work on, it also celebrates areas of success. The SEF is written by all of SLT but overseen by Headteacher.</p> <p>CCB has undertaken some behaviour case studies to capture a student’s starting point, what is put in place and the impact of this. make a difference from students starting to leaving and has evidence to back up what we do/say for when Ofsted will question us on this.</p> <p>SJB explained that in terms of the Investors in Careers award, this is seen as Outstanding in Ofsted’s judgement. Any achievements helps to build a better Ofsted judgement.</p> <p>The SEF is updated in November and February. November is focused on our destination and accreditation data/ Pupil Premium students and cohort/numbers, and our School Development Plan achievements.</p> <p>This SEF has been put into an Ofsted conversation document. This will help the new Headteacher/Governors during the inspection.</p> <p>PH where do you think we were in in the SEF in terms of the last Ofsted? SJB understood the self-evaluation was ambitious and the overall judgement was good which she believed was reflective of the work of the school. The SEF was written by the previous Headteacher who also led the school during this inspection.</p> <p>PH asked how long since last Ofsted and what is happening? SJB clarified it was in July 2017. Inspections can be deferred if they reach certain Covid related criteria. Ofsted are currently six terms behind, so we should be inspected in Summer 2023, unless there is a safeguarding concern which will mean we are inspected before then.</p> <p>CB offered some small suggestions on the SEF which SJB will feedback to SLT. EP added it is a great document to read which reminds us of everything that has been achieved.</p>
12	99:451	<u>Recruitment Update</u>	<p>Headteacher recruitment was discussed in more detail in Part Two. However, none of the candidates that attended the interview on the 11th February were appointed , and a new advert goes out on Monday.</p> <p>Assistant Headteacher for Care and Safeguarding – This role was unfortunately not filled on this occasion. An interim plan has been put in place and shared with CB and EP. Item discussed in more detail in Part Two.</p>

13	99:452	<u>Portfolio Holder Reports</u>	<p>EP has been on the panel for various interviews at Lampard. EP has met with CCB for their final meeting, and plans to meet Kat Arbuthnott on the 28th February, to offer support in the interim. EP is hoping to meet with AR and Laura Somerville next half term to discuss the Single Central Record, and SEND respectively.</p> <p>HH was unable to attend her meeting with AR but will meet after half term to discuss wellbeing and the new wellbeing support.</p>
14	99:453	<u>Effective Governance</u>	<p>We have seen and heard that our level of provision measured against Ofsted criteria is assessed as good to outstanding and learnt of the plans in place to make all areas of our school outstanding.</p> <p>We have learned from CCB that behaviour incidents are reducing overall which is very positive and as students' progress through the school the reduction in incidents is very positive.</p> <p>CB also expressed thanks to CCB as she is resigning as Governor and thanked her for her contributions over the years.</p> <p>CCB also thanked all Governors for their support over the past 7 years. It has always been valuable and worthwhile.</p> <p>Due to the next Headteacher interview dates, the Governors will meet on Tuesday 29th March 2022. Clerk to update school website to the correct date for our next meeting.</p>