

Local Governing Body

Meeting Minutes

25th September 2018 at 4.00pm

Governors Present

Esther Harris (EH Chair), Simon Bainbridge (SB Executive Headteacher), Adam Daw (AD Headteacher), Val Manning (VM) and Lorna Robinson (LR)

Others Present

Irena Gibbs (IG Staff Representative), Karen Jarvis (KJa ALT Governance Manager) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Amanda Rigler (AR)	
	A letter of resignation had been received from Debbie Aitchison for personal reasons.	
2.	Declaration of Interests with regard to items on this agenda	
	There were no declarations of interest. New pecuniary interest forms were circulated for 2018-19	
3.	Agree the minutes of the last meeting and matters arising not on this agenda	
	The minutes were agreed as a true record	
	Matters Arising Safeguarding Governors were given safeguarding packs and asked to return signed forms to confirm they have read the documents. They were also requested to complete the NGA online safeguarding module. My Concern has been implemented for logging issues. Staff are also asked to flag concerns verbally, even for non-urgent reports. The working group are reviewing and will provide feedback. All senior leaders are now Designated Persons (DPs). Q Does this work well in practice? A Yes, someone on site always has overall responsibility Executive HT Performance Management This has been completed. SB has visited 10 schools as part of	Return form to KJ. Forward course certificates to KJ to be logged on SCR

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4.	Governance items:	
	Re-appoint Vice Chair for 2018/19	
	The LGB unanimously appointed LR as Vice Chair.	
	 LGB Composition/Recruitment 	
	Following Debbie Aitchison's resignation there is now a	SB to conduct
	parent governor vacancy as well as 2 Trust Governor	parent governor
	vacancies. Governors discussed the best way to find	election.
	potential new governors including advertising. There is a	
	small Governance budget which could be used.	KJ to contact KJa
	KJa has a contact for a possible governor.	for details and
	Confirm link programme of visits	continue to look on Inspiring
	Roles were confirmed at the previous meeting. H&S will be	Governance
	covered temporarily by EH until a new governor is	Governance
	appointed. There should be at least 1 and preferably 2 link visits each	Contact AD to
	There should be at least 1 and preferably 2 link visits each year. There is a visit form which should be completed	organise a visit
	following a visit. These will be reported to the LGB.	
	Training: identify needs, skills audit	
	Governors were reminded to complete the skills audit to	KJ to collate audit
	help identify desired skills and experience when recruiting	returns & forward
	new governors.	to EH
	IG is attending a Mental Health session with Blue Smile &	
	will report back. She is also completing CAMH training.	
	The Chair suggested the following training modules for	KJ to circulate LA
	completion during the year:	training booklet
	 Managing complaints & allegations for clerks (next 	and link to NGA
	year)	courses
	- Role of governors & clerks in pupils exclusions (Dec)	
	Developing GB effectivenessMaking sense of monitoring school improvement	
	- Making sense of monitoring school improvement	
5.	Overview of Priorities for 2018/19	
	 Increased ownership of SDP by the governors, in 	All to look at
	particular the Leadership and Management aspects.	revised SoD on
	SDP as a regular agenda item	ALT website
	Link visits	
	Growth of the LGB Gostinus to be 'Ofstad', readly VM and Ell base	
	Continue to be 'Ofsted' ready. VM and EH have attended a meeting to look at this.	
	attended a meeting to look at this	
6.	Reports:	
	• HT	
	The report had been circulated. The HT highlighted some	
	of the points and invited questions.	
	<u>QA</u>	
	Danny has been trialling no-notice drop-ins as part of the	\/\\
	QA process. He will feedback to SMLT meetings. The data	VM to attend SMLT
	will be available for the governors who are also very	meetings (Tuesdays 3 30pm)
	welcome to attend those meetings	(Tuesdays 3.30pm)
	Governors are also welcome to be involved in the Monday	
	morning Skype meetings with AD/SB/YS <u>Curriculum</u> The curriculum is undergoing major development. AD explained the new Blue/Green/Yellow pathways. The	

Yellow is the formal pathway and is being refined. Blue is pre-formal and Green, whilst having similar topics to Blue, is a rather different approach and covers more depth and challenge.

Each has its own assessment system using 'Evidence for Learning' which other special schools use. In fact Castle School would like to work with us to develop best practice.

Q Could we use this cross-working for moderating?

A No, we will only be able to moderate internally, although we do have external reviews.

Q How do we show pupils are making progress?

A We need to be confident of teacher judgements. Looking at the leavers helps us.

Q Why do we no longer use Caspa?

A It is not helpful to compare with others around the country

Q How do Ofsted view this?

A We are confident that we know our children and can explain what is in place and why for all of them Development of the curriculum will be ongoing but the initial implementation will likely be 2 years.

Post 16

Leavers are monitored. Governors would like to see trends over the years

Behaviour

There are some challenging behaviours linked to pupil need, with one pupil in particular. There are plans in place to manage. There has been some additional funding. It was noted that there have been some incidents in which staff were injured.

Q What are the plans for this pupil?

A Will mostly have a separate curriculum

Q How are staff supported when there is violence?

A It is recognised that staff need support, that these incidents can be traumatic. Senior staff spend time with injured staff and offer as much support as possible.

Attendance

The target is 92% but the current figure is 88.7%. There are a variety of reasons for this which are child specific.

Q How are you helping get those pupils back into school? A Work with partner schools, social care and external agencies. The LA ensures some sort of provision is in place. Plan to use a space at Highfield Littleport. But it should be noted that the reasons for absence are varied.

Q Would case studies be useful?

A These are used in children in need meetings which could be shared with governors. There is no set procedure for tackling non-attenders as you would have in place in mainstream as it is very pupil dependant. .

Number are at 121/120 & still receiving applications. We will receive funding for additional children.

LINC 19-25

This initiative has started well with Helen Feather as provision manager. We have 5 adults plus another due to start.

Report to LGB on post 16 destinations

VM will look at as part of her role SB to bring a case study to LGB

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	A case study was described which explained how a young adult was benefiting from a good curriculum offer here which is broadening her horizons. Governor were very pleased with progress and acknowledged support received from the Trust • Finance/Premises/H&S update Pippa Edwards (PE) submitted a short report to the meeting. Significant savings have been made during the last year and there is currently a healthy carry-forward. The school is still unhappy with the Property Management team and PE is working with the Trust on this The annual H&S visit will take place in November • Capital Build update Phase 2 of the capital build has begun, with the public consultation to take place in October. Building work will start in the spring Q Are you preparing students? A Yes we will do, but currently this is a way off for them. [IG & AD left] • Personnel – recommendations on pay progression The LGB unanimously agreed all recommendations	H&S audit report to come to next LGB
7.	AOB	
	 SMLT are to present at future LGB meetings as part of their development. Jake to talk first on Green pathway. The Chair was very pleased to reported very positive feedback from CEO Gary Peile following his vist to the school. 	KJ to include in governance planner
8.	Date of Next Meeting: 28 Nov	
	Meeting ended at 6.25pm	