

**The Forum Centre  
LOCAL MANAGEMENT COMMITTEE – FULL BOARD**

**Minutes of the meeting**

**Wednesday 03 May 2023**

**Present:**

Kim Rickford, Headteacher, The Forum Centre  
Guy Godmon, The Forum Centre  
Mark Lawson, Locality  
Mark Willis, Queen Elizabeth's School  
Laura Howieson, Wimborne Academy Trust  
Thyrza Pickering, Locality  
Sandra de Montagnac

*Staff Representative*  
*Staff Representative*  
*Community Member/ Chair*  
*Community Member/Chair of T&L*  
*Community Member/Vice Chair*  
*Local Authority*  
*Clerk to the Committee*

1.	<p><b>Apologies</b></p> <p>Kieren Hasler, Lytchett Minster Jason Collins, Ferndown Upper School</p>	<p><i>Community Member/Chair of Finance</i> <i>Community Member</i></p>
2.	<p><b>Minutes of the previous meeting:</b></p> <p>The minutes of the previous meeting held on 29 January 2023 were agreed as accurate and signed by the Chair.</p>	
3.	<p><b>Matters arising:</b></p> <p>ML's term of office was due to expire in June 2023. Mark expressed that he would like to remain on the Management Committee as a community member and the chair of the board. This proposal was put to the board who were in full support of ML remaining in his current role for a further term.</p>	
4.	<p><b>Action Log:</b></p> <p>No response from parents to date therefore a vacancy for this role remains. KR will again approach individuals regarding this role.</p>	
5.	<p><b>Any Other Business:</b></p> <p><b>Business interests:</b> Governors were requested to declare any conflicts of interest that might affect their role; none were declared at this meeting.</p> <p>NC was approached regarding a specific responsibility and it was suggested that he can be responsible for the teaching and learning; NC agreed and was happy to take on the responsibility.</p>	
6.	<p><b>Presentation of HT report:</b></p> <p><b>Pupils on roll:</b></p>	

Agreed and signed by chair: Mark Lawson

*Mark Lawson*

Date: 05.07.23

Numbers on roll at the beginning of the summer term stand at 63 and there are currently 4 referrals in progress bringing the total to 67 by 14.05.23. KR reported that she has received another referral and this will take places slightly over number.

There will be 24 Y11 pupils leaving at the end of June.

KR stated that she has raised concerns with the LA regarding the number of young people in Y10 (that have been out of school for long periods of time) who are attending other types of AP that do not offer a core curriculum; this impacts on their ability to cope when they are referred to TFC where they are expected to engage with the curriculum. KR is in talks with the LA regarding funding to support these young people to re-engage with their education, for example outreach work or tutors, employed by TFC, to go into the home. One governor stated that the SEND and AP Improvement Plan indicates that this work will be taking place in schools, another governor stated that she is aware of this type of work going on in other parts of the county. KR stated that currently she can offer DR places in all the other year groups.

**Attendance:** KR stated that following a meeting with the chair regarding low attendance figures, there are now formal procedures in place to address individual pupils' attendance including a spreadsheet to track what the issues are, the actions and outcomes including the escalation route. If a child has an EHCP the Centre will approach SEN for advice and support. KR explained that there are several pupils who are on 0% attendance and 3 pupils who live out of area and are travelling long distances to come to TFC and refusing to attend. One governor stated that the Centre can use the 'Y' code to record absences due to extenuating circumstances. One governor stated that EBSA mentioned that the EPs have been training family workers to work with families early in the academic year to improve attendance.

KR stated that following a meeting with THE North Locality Attendance group it was agreed that there will be one point of contact in the Inclusion team so we will not have to have separate panels.

KR talked about a new incentive, the 'Soft Touch Approach' to encourage children back in to school. This could be in the form of a post card addressed to pupil expressing that they are missed and look forward to seeing them back in school, after school sessions and tutor led engagement.

**One governor queried the validity of the Y code if a fixed penalty is issued to a parent?** ML stated that the Y code is only used by services to recognise and support children that are not attending for exceptional circumstances, therefore the Y code would not stand up in a court hearing.

**Attendance in the vulnerable groups:** there are a few issues with the CiC group; one pupil has experienced personal trauma and is not attending currently; she is being supported by multi agencies. One pupil's placement has broken down and is awaiting a new placement, consequently this has impacted on their attendance.

*Mark Lawson*

One pupil with an EHCP has 0% attendance, he has had a very poor experience in terms of provision and it has not been possible to re-engage him with learning.

**CiC Progress and Academic data:** full details of the CiC progress was shared with governors. The majority are progressing well and attendance is very good. KR talked about individual cases where attendance is very low; one pupil has moved to a secure placement in Milton Keynes for 7 months following a court hearing regarding serious offences. Another pupil is waiting to be placed in an out of county, residential provision, due to his foster placement breaking down. One pupil lives in Weymouth and has been affected by the bereavement of a close friend and is currently unable to attend. KR reported on all other CiC pupils are progressing well. KR was pleased to report that one of the primary pupils will be sitting her SATS next week and will be transitioning to Cranborne Middle school from September.

**EHCP:**

There were 25 pupils currently with either a final EHCP or one in progress during the autumn term. There are currently 7 x Y11 with an EHCP. There are no new EHCP referrals. A robust referral process is necessary to ensure that pupils can work in a group and the DR system can operate successfully. KR was pleased to report that there have been 3 pupils returning to mainstream school last term and several KS2 and 3 pupils preparing to transition this term and is hoping that there will be space to offer more places to schools.

**Suspensions:** work on relational practice is continuing and is embedded in to the everyday teaching practice. Staff are working hard to un-pick and understand the reason a child responds/behaves in a negative way and ways to support them to understand their own emotions and repair relationships, thus minimising the need for suspensions.

**Centre news:**

KR talked through the Centre news; information is included in individual governors' packs.

**Staff leavers:** CiC Mentor left to pursue a teaching qualification – funding was due to cease at the end of this term.

**Staff training:** Details of all staff training was included in governor packs.

**Student Achievements:** Functional Skills in English and maths took place in Feb and results were shared with governors. The last round of FS exams will take place on 15<sup>th</sup> May.

**Re-integrations:** 5 pupils transitioned back to mainstream and special schools, one pupil will be home educated and one has moved out of area.

**Inventory purchases:**

- New TFC website - due to launch shortly
- It was necessary to replace some of the broken laptops and three of the cookers in the kitchen

*Mark Lawson*

9.	<p><b>Review progress of Centre Improvement Plan priorities:</b> KR stated that most of the priorities have been started and will endeavour to complete the yellow areas by the end of the summer term.</p> <p>Student council and staff wellbeing; staff and pupils meet regularly and is going well and pupils are presenting some good ideas about how they communicate with others.</p> <p><b>One governor queried how have TFC has managed to reduce the number of suspensions?</b> KR stated that the staff have worked hard on minimising suspensions by focusing on relational practises and putting therapeutic plans in place and supporting pupils to understand and name their emotions rather than reacting in a negative way. The plan next year is to support pupils to understand appropriate language and improve communication skills by incorporating discreet behaviour lessons into the SELF curriculum.</p>
10.	<p><b>Finance update:</b> The Finance Officer reported that the Centre is ending the year with a small surplus of £35k. The next financial year is predicting an £8k surplus but is not looking as healthy the following year 2024/25. Governors recognised that schools will struggle to balance the budgets going forward.</p> <p>KR explained that the supply budget is sometimes higher due to hiring agency TAs; KR emphasised the importance of hiring agency staff initially to ensure suitable TAs to work in a challenging setting.</p> <p>KR is hopeful that she can access some of the LA outreach money to support with specific aspects of pupils with SEMH needs.</p>
11.	<p><b>Safeguarding update:</b></p> <p>CIN and CP data shared in governor packs.</p> <p>Safeguarding is always our priority. We have significant concerns for one pupil in the north and one pupil has been given a 7-month custodial sentence in a secure unit.</p> <p>There is a need for an additional deputy DSL to replace the one that left in the autumn term.</p>
	<p><b>Careers Update:</b> Sue Gilani presented an extensive report for T&amp;L meeting on 15.03.23; today is a brief update for the full board.</p> <p>Students visited the North Dorset Careers Fair on 9<sup>th</sup> March</p> <p>A small number of students are attending the Dorset Careers and Industry Fair at Kingston Maurward College on 3<sup>rd</sup> May. Next year KM is running an age 14-16 carousel programme which allows the young person to taster different courses. TFC has booked a whole day every</p>



	<p>Wednesday and have 15 places available although may not use them all; KR stated that schools can let her know if they need additional space if a child requires some vocational provision.</p> <p>Year 11 students have been supported by careers advisor, Penny, in applying for college places and attending interviews and the majority of Y11s have secured post 16 placements. Due to her success with the students, TFC has booked her again next year.</p>
12.	<p><b>Policies for review:</b> SEND and Careers policies were shared with governors; comments to be emailed to the clerk by 9<sup>th</sup> June. The SEN link governor raised that the SEND policy includes the 'Information Report' and should be separate from the policy itself. KR will liaise with the SENDCo regarding any necessary amendments. <b>ACTION</b></p> <p>One governor stated that at a recent Ofsted inspection they asked to see the 'Out of Schools' policy and will share a version of the policy that TFC can adopt and amend, this will be ratified by the governors at the next meeting. <b>ACTION clerk to obtain a copy.</b></p> <p>TP recommended a solid evidence trail for pupils that are not attending or who are on part time timetables. KR stated that some pupils attend in the morning only but this is due to medical reasons and records are maintained and up-to-date. One governor stated that pupils with p/t timetables can be linked to their EHCP if they have one.</p>
	<p><b>Update on the new site:</b> Three options;</p> <ol style="list-style-type: none"> <li>1. Re-modelling the current site</li> <li>2. Gutting inside and some exterior work – no planning permission required</li> <li>3. Levelling part of the site and build new school on this area – planning permission required and could be lengthy</li> <li>4. Phased opening – section off part of the site</li> </ol> <p>KR stated that option 2 is the most favourable choice – completed by Sept 2025</p>
	<p><b>Feedback from governor visits:</b></p> <p><b>Safeguarding:</b> The Safeguarding governor fed back to the board on his recent visit to meet with the DSL. ML stated that overall the visit was positive and there are no concerns regarding safeguarding. He reviewed the current AP and reduced timetables; both are logged and tracked and measures are in place to present a quick overview for any forthcoming inspection. Attendance is being reviewed and monitored regularly and only one Inclusion Lead will be the point of contact for TFC admin staff who are dealing with any attendance issues.</p> <p><b>SEN:</b> the SEN link governor visited on the same day and fed back to the board on her visit. She stated that the focus was around reading rather than SEN and reported that she observed engagement and relationships between staff and pupils were very positive. She observed some 1:1 provision and again was very impressed with the standard of teaching</p>

*Mark Lawson*

	<p>and engagement and pupils were happy to speak to her about their work. There were some recommendations shared with the headteacher and SENDCo.</p> <p>KR stated that the governor visits are welcomed and beneficial. Discussion took place around future visits and it was agreed that governors will visit in pairs and staff will be notified in advance.</p> <p>It was agreed that the subject teachers will be invited to future meetings where appropriate.</p> <p><b>ACTION; clerk to arrange suitable times with governors.</b></p>
16.	<p><b>Date of next meetings:</b>  Finance/Health and Safety: 24.05.23  Teaching and Learning/ Safeguarding: 28.06.23  Full Board: Sept 2023 – 27.09.23</p>