

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

Minutes of the meeting

Wednesday 04 May 2022

Present:

Kim Rickford, Headteacher, The Forum Centre	<i>Staff Representative</i>
Guy Godmon, The Forum Centre	<i>Staff Representative</i>
Mark Lawson, The Purbeck School	<i>Community Member/ Chair</i>
Kitty Huthwaite, SENSS Teacher	<i>Community Member/SEN</i>
Mark Willis, Queen Elizabeth's School	<i>Community Member/Chair of T&L</i>
Jo Taylor, Ferndown Upper School	<i>Community Member</i>
Joe Callender, SENCO, The Forum Centre	<i>Guest</i>
Sandra de Montagnac	<i>Clerk to the Committee</i>

1.	<p>Apologies</p> <p>Thyrza Pickering <i>Local Authority</i> Gary Coleman <i>Parent Member</i> Laura Howieson, Wimborne Academy Trust <i>Community Member/Vice Chair</i> Kieren Hasler, Lytchett Minster <i>Community Member/Chair of Finance</i></p>
2.	<p>Minutes of the previous meeting:</p> <p>The minutes of the previous meeting held on 26 January 2022 were agreed as accurate and signed by the Chair.</p>
3.	<p>Matters arising: none to report.</p>
4.	<p>Action Log:</p> <p>No actions from the last meeting</p>
5.	<p>Any Other Business:</p> <p>Business interests: Governors were requested to declare any conflicts of interest that might affect their role; none were declared at this meeting.</p> <p>Careers Link Governor: Mark Willis put himself forward for this responsibility and the board were in full support.</p> <p>KR has contacted The Blandford School regarding a community representative for the Management Committee.</p>

6. **Presentation of HT report:****Pupils on roll:**

There are 69 currently on roll with 3 referrals in progress which takes TFC (The Forum Centre) over number, however, a few pupils have their provision out of the Centre for part of the week and this has allowed space for some additional DR pupils on a short term basis. In terms of finance the Centre has receives the usual base funding for 66 pupils but has also maintained the level of top-up to fund the DR (Dual Registration) places regardless of paying for provision elsewhere.

Numbers are consistent with previous years and TFC has capacity for 26 funded SEMH (Social Emotional Mental Health) places, funded by SEN. Currently the number of pupils occupying these spaces stands at 30 with one EHCP in progress. **Please note there was an error in the figures in the HT report under 'Pupils on Roll', SEMH category. The figures stated in these minutes are correct.**

Three SEMH pupils are transitioning to Coombe House in Shaftesbury and two have been identified as suitable for the Harbour School in Bovington and KR stated that the Centre has capacity in this category from September.

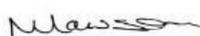
Attendance: currently stands at 69%, lower than in previous years. KR has explored new strategies to support pupils to attend regularly and stated that the staff are doing everything they should be to encourage pupils to attend. Attendance is significantly lower in the Y11 cohort and. KR felt that impact from the pandemic resulting in long periods out of school has contributed to their lack of attendance. However, staff have contacted all the Y11s and with the exception of one pupil have confirmed they will sit their exams and agreed to come in for some revision sessions. Attendance improves lower down the school and attendance in vulnerable groups is very good in comparison to the main cohort, averaging at 94%. KR raised that attendance at TFC is higher in comparison to national figures which is under 50% but recognises that attendance is down 10% compared to pre-covid figures.

CiC attendance: is excellent and averages at 94%, with exception of one pupil who has a number of medical issues resulting in lots of hospital appointments.

CiC Progress and Academic data:

KR conveyed information to the board regarding each CiC (Child in Care) pupil; details of each child and their academic and emotional progress is present in the HT report. KR explained that there are 9 pupils in care with the possibility of two more placements planned. All the CiC pupils have quite significant emotional needs and KR stated that she has secured funding from the LA for a CiC Mentor who will work in the Centre initially and hopefully next year be able to support pupils and parents out in the wider community.

One governor queried why numbers are high in this category? KR felt that TFC has reputation for working well with CiC pupils who often need a smaller, more nurturing environment where they can cope better. One CiC pupil was keen to go back to mainstream school in the autumn term but due to a change in his placement became very unsettled and didn't want to return to mainstream school. Several of the CiC pupils have been out of school for 2-3 years due to changes of placements and exclusions, KR felt that in most cases



the CiC pupils settle very well at the Centre and with the additional emotional support in place they have the best opportunity to succeed academically.

One governor asked if TFC was getting more CiC referrals from out of county? KR stated that this wasn't the case but felt that a shortage of carers and suitable homes contributed to more referrals from a wider catchment area.

EHCP:

There are currently 30 pupils with either a final EHCP or one in progress. JC stated that there are 3 requests in the progress and 4 other possible requests will need an assessment but struggles to get the correct information on these pupils in order to complete the process.

Additional data:

Overall the number of children with vulnerabilities on roll are in line with expectations. The number of EHCPs are similar to the previous term with a slight increase of final plans.

Exclusions: the number of exclusions was lower in the spring compared to previous years. Due to attendance being down KR is reluctant to exclude pupils therefore exclusions are mainly due to more serious incidents such as physical assault. A conscious decision has been made not to exclude CiC pupils and those with EHCPs and KR and TFC staff look for alternative ways to manage dangerous behaviour.

Centre news:

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

Staff leavers: one TA (Teaching Assistant) left during the spring term to work in the prison service.

Staff from Sept 22: one TA and one CiC Mentor.

Staff training: Details of all staff training was included in governor packs. Two additional staff members are now STEPS trainers.

Student Achievements:

Functional Skills results were shared with the board and KR was pleased to report that a lot of pupils have achieved their Level 2. Attendance this year has impacted on some pupil's achievements but is hopeful that they will attend for their GCSEs but difficult to predict the Y11 achievements. There are one or two very able pupils and KR is expecting good results this year.

Re-integrations: Three pupils were integrated back to mainstream school during the spring term.

Inventory purchases: details of purchases in HT report. One new printer was purchased for the admin office.

Mark Lawson

9.	<p>Review progress of Centre Improvement Plan priorities: there still some outstanding areas of improvement to complete, this was due to a lot of staff having to cover staff absent with Covid symptoms. The yellow areas will be addressed over the summer term. KR stated that several yellow have been completed since the last meeting and are now green.</p> <p>TFC has been selected as part of Ofsted's SEN inspection process and the SENCD0 is currently looking at interventions in more depth in preparation.</p>
10.	<p>Finance update:</p> <p>A copy of the BHMMR 2021/22 and a written finance update was included in the Headteacher report. KR was pleased to report that TFC is finishing the year with a surplus of £49,218 as a result of owed funds from SEN and the Virtual School and funding for the new CiC mentor role. The new budget is showing a small surplus and the board were requested to approve the budget for submission to the LA. This would normally be done by a show of hands at the meeting but as there are some governors absent today, the clerk will email governors to request their approval of the budget.</p>
11.	<p>Feedback from governor visits:</p> <p>The chair and vice chair visited TFC in March 2022.</p> <p>ML focused on Safeguarding and the purpose of his visit was to test that the training staff receive is what is being reported to governors through the meetings and that they are aware of their responsibilities and how they put their training in to practise. He spoke to a range of staff at the Centre including the agency staff and was pleased to report a very positive visit and that at every level the message was clear that the staff are aware of their responsibilities. ML felt that the visit highlighted that the Centre is managing Safeguarding well and the training delivered is put in to practise. A full report is available for the governors to view.</p> <p>LH observed the classroom environment and resources. She reported that there is some disparity between classroom sizes in both KS2 and KS3 and the smaller classrooms have minimal storage space. Some classrooms do not have direct LH recognised that in an older building, structural changes to allow for easy access to the outdoor areas is not possible. Layouts and displays were well maintained and appropriate to learning and that it was clear that the pupils' needs are prioritised and a good supply of resources.</p> <p>KS4 areas were organised well and the environment was inviting and practical. The science lab is a larger area and there was a suggestion that this could be split into practical and theory areas.</p> <p>LH felt that staff utilise the spaces available in a creative way but raised that additional premises would be an option worth exploring by the governing board to address some of the issues she has highlighted round space and to separate the SEMH and PEX (Permanently Excluded)/behaviour categories as numbers rise. Subsequently, discussions are taking place with the LA and they have agreed to look at the proposal of additional premises in the east of the county. This would reduce travel time for some pupils as well as resolving the issues mentioned above.</p>

Mark Lawson

	<p>One governor queried if some of the surplus budget could be used for additional storage? KR explained that it would be difficult to identify where extra storage could be put due to the lack of space.</p> <p>One governor queried when the new premises would be available? KR stated that nothing was confirmed at present.</p> <p>The clerk informed the board that two more visits had been arranged during May; TP will focus on wellbeing and KH will meet with KR and The Finance Officer regarding the budget.</p>
	<p>Covid update: KR stated that there is a good supply of testing equipment on site and although the staff remain vigilant testing is only carried out when necessary.</p>
12.	<p>Policies for review: SEND Policy: JC stated that for ease of transparency and to make it easier for parents and carers to access, the SEND policy and SEND report are separate; both documents were shared with the governors for review and comment and are available to view on TFC website.</p> <p>JC stated that the policy outlines what is required according to statutory requirements of the Equality Act 2010 and SEND Code of Practice 2015. He talked about the changes since the last review in 2021; this includes the following:</p> <ul style="list-style-type: none"> • The caveat regarding how Covid impacted on use of external activities has been removed. • Two additional staff members are now trained as Designated Safeguarding Leads, bringing the total number of qualified staff to five. • TFC no longer has access to the Ansbury careers service and are now outsourcing how we access this advice and guidance. <p>The SEND report includes the three most recent Ofsted ratings and a breakdown of the current cohort. The induction and assessment of pupils, including monitoring progress remains the same.</p> <p>JC was pleased to report that pupils in Y11, with an EHCP have achieved their FS L1 English and maths and are anticipated to go on to obtain their FS L2 and GCSE qualifications. Two pupils in Y10 with EHCPs have successfully achieved qualifications in English and maths.</p> <p>Two pupils whose primary need is around communication and interaction, will be transitioning to a Coombe House, a special school in Shaftesbury.</p> <p>JC reported that:</p> <ul style="list-style-type: none"> • Five pupils with an EHCP have identified post 16 destinations and 2 have received a conditional offer. • Eight pupils from academic year 20/21, with an EHCP successfully transitioned to and secured post 16 placements <p>TFC continue to work with SEN to secure post 16 placements for pupils with an EHCP.</p>

Mark Lawson

	<p>JC included additional information comparing the attendance at the point of referral to current data, for the pupils with an EHCP, CiC and PP (Pupil Premium) (this info is included in the Headteacher report). The data demonstrates that attendance has improved significantly and is indicative of the success the Centre staff has in engaging these young people to progress and succeed bearing in mind the vast and complex needs of the pupils at TFC.</p> <p>The governors were requested to feedback any comments on the SEND policy and report, via the clerk.</p>
16.	<p>Date of next meetings: Proposed new dates for the next academic year 2022/23 were shared with governors for approval.</p> <p>The structure of future meetings was also discussed and it was agreed that governors will meet face to face at future full board meetings and the sub-committees will continue to take place on line and at the usual time of 2:30pm.</p>