

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

Minutes of the meeting

Wednesday 28 September 2022

Present:

Kim Rickford, Headteacher, The Forum Centre	<i>Staff Representative</i>
Guy Godmon, The Forum Centre	<i>Staff Representative</i>
Mark Lawson, Locality	<i>Community Member/ Chair</i>
Mark Willis, Queen Elizabeth's School	<i>Community Member/Chair of T&L</i>
Laura Howieson, Wimborne Academy Trust	<i>Community Member/Vice Chair</i>
Jason Collins, Ferndown Upper School	<i>Community Member</i>
Jess Roebuck, Deputy Head, The Forum Centre	<i>Guest</i>
Thyrza Pickering, Locality	<i>Local Authority</i>
Sandra de Montagnac	<i>Clerk to the Committee</i>

1.	<p>Apologies</p> <p>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 4th May 2022 were agreed as accurate and signed by the Chair.</p>
3.	<p>Matters arising:</p> <ul style="list-style-type: none"> • Governor resignations: Jo Taylor, community governor • Gary Coleman, parent governor • End of term of office: Kitty Huthwaite, community/SEN • New appointments: Jason Collins, FUS new community governor
4.	<p>Action Log:</p> <p>No actions from the last meeting</p>
5.	<p>Any Other Business:</p> <p>Governor Code of Conduct: sent out to all governors to review and sign</p> <p>Standing Orders: shared with governors for review and comment</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>Data Information: governors to amend if necessary</p> <p>Skills Audit: governors requested to update their skills if necessary</p>

	<p>Instrument of Government: vacancies currently; parent and two community governors. TFC to approach mainstream schools who place SEMH/PEX children to represent their school on the board.</p> <p>New governor: Jason Collins was put forward as the new representative from FUS to replace Jo Taylor. A vote took place in support of Jason and the vote was unanimous in favour of Jason's appointment.</p>
6.	<p>Presentation of HT report:</p> <p>Pupils on roll: There are 53 pupils currently on roll on 05th September. Numbers are increasing weekly; there are spaces in primary, Y9 and Y10, Y11 is full with no Y11 pupils returning to school to free up spaces. Staff can work with the younger pupils to transition back in to mainstream. There are 26 SEMH places available for pupils with EHCPs and 28 currently on roll with 2 pupils not attending, SEN are currently sourcing alternative provision for these young people.</p> <p>Attendance: currently stands at 58%, (rising to 78% when persistent absence is removed from the calculation) due to some very poor attendees; this year, however, is looking more positive although there are a number of Y11s who are not attending currently. KR was pleased to report that several pupils whose attendance was low last year are now responding positively to their provision and attendance has improved.</p> <p>Governors queried what support is available from the LA and what protocol is in place to address non-attendance issues? KR stated that staff work with pupils who are not classroom ready; they are given time to talk and settle before going in to the lessons and this seems to be working well. Six week reviews take place with Locality teams to review and support families to improve attendance. KR raised that the current model for provision at the Learning Centre is set up for pupils to return to mainstream school and raised that the non-attendees are blocking spaces. One governor queried how PEX and medical referrals are managed? KR stated that these cases are monitored every 6/8 weeks to assess if they are ready to return to mainstream.</p> <p>CiC attendance: Attendance in the vulnerable groups is very good, only one CiC has poor attendance, impacted by the distance they travel to and from school. One governor queried how TFC manage pupils who live greater distances from the Centre? KR stated that Locality keep track of these pupils – KR stated that there are a high number of CiC pupils and there are a lot of PEPs to attend and update. One other staff member is undertaking the 'Designated Teacher' training in order to chair some of the PEP meetings and the CiC Mentor (appointed last term) focuses on supporting pupils and their families.</p> <p>CiC Progress and Academic data: full details of the CiC progress was shared with governors. KR talked about individual pupils and some issues around SEMH issues that can effect attendance and progress. The majority of CiC pupils have shown great resilience and continue to thrive and respond to support from the staff at the Centre. One pupil will be transitioning to The Harbour School and one is due to transition back to mainstream school. GG reported that the CiC Mentor is making good connections with the pupils and continues</p>

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to develop the role. One governor queried how the role is funded; KR confirmed that DC funded the role for one year initially and if successful will fund for a further year.

EHCP:

There are currently 25 pupils with either a final EHCP or one in progress. KR stated that all the Y11 transfer reviews will be completed by January 2023. **One governor queried how many pupils on roll with an EHCP before the status of the school changes?** KR confirmed that if numbers in excess of 34-36 would push TFC in to 'Special School' category but numbers are below this and new referrals are carefully considered.

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: KR stated that only 3.5 days were lost during the summer term compared to 36 days last year. Staff have attended STEPS training, (a therapeutic approach to dealing with behaviour incidents) and a shift in mind set has enabled staff to view behaviour in a different way. There is a strong focus on the Centre's vision and values and therapeutic plans and interventions including follow up restorative work with parents and professionals are having a positive impact on staff and pupils. KR reported that the number of suspensions has declined as a result and further STEPS training is planned in October.

Centre news:

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

Staff leavers: CM, science teacher left to take on a senior role at The Harbour School. The position has been filled with a resident part time teacher who has increased her hours and is having a positive impact. The new CiC Mentor started his fixed term contract at the beginning of the summer term.

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

Student Achievements:

Exam results: KR explained that there were individual successes; one pupil achieved 4 x grade 9, 4 x grade 8 and 2 x grade 7. One pupil achieved 8 x grade 5 and above, however the results were down this year due largely to poor attendance following the disruption of Covid. There were a lot of pupils with mental health needs that impacted on pupils' results.

One governor queried how will TFC address poor exam results in the future? KR confirmed that strategies are in place to support individuals and groups to improve results. Current Y11 have settled well and attendance on the whole has improved.

Destinations: KR reported that she is still waiting for confirmation on several pupils and expects to receive this by half term. A number of pupils are waiting for interviews and two will be studying A levels at Brockenhurst College. **One governor queried what support is**

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	<p>in place from the Post 16 Team? KR confirmed that the Post 16 Team are supporting one pupil currently and stated that there will be training for TFC staff to support pupils over the summer break when external support is not currently available. KR reported that some post 16 provisions are reluctant to take pupils with SEMH needs and/or have an EHCP.</p> <p>Re-integrations: two primary pupils that live in Weymouth, moved to The Compass to start Y7, two pupils went to specialist provision and two pupils returned to mainstream school.</p> <p>Inventory purchases: none to report this term</p>
9.	<p>Review progress of Centre Improvement Plan priorities: KR presented the new plan and highlighted the priorities for TFC this academic year. KR stated that the Centre is using a new resource, LEXIA, to support reading and this is going well.</p> <p>The Centre now has a LGBTQ+ champion and training is being sought to upskill the staff in this area.</p> <p>Behaviour is being managed with a more therapeutic approach (see exclusions above) to minimise exclusions and to ensure consistency in managing behaviour issues.</p> <p>JR will be reviewing the marking policy with a focus on feedback to improve learning policy, linked to EEF recommendations.</p> <p>It has been decided to remain with FILIO for a further year. Staff are now able to write their own comments before they meet with their appraiser.</p> <p>The staff 'Wellbeing Group' fed back that they would like some examples of what others are using as evidence. PM appraisers will also meet to gain regular input going forward.</p> <p>Pupil voice is up and running and the first meeting took place towards the end of the summer term. KR reported that the meeting went very well with positive input from all the pupils and some sensible suggestions received.</p> <p>One governor asked if TFC talk to other centres? KR agreed that this would be beneficial and will take steps to arrange. ACTION</p>
10.	<p>Finance update: KR reported that the Centre ended the financial year in a good position, with a small surplus. The Finance Officer is chasing £22k still owed by SEN.</p> <p>KR stated that although numbers go down during the summer term numbers rise quickly by the end of the summer and beginning of autumn term and we are currently close to capacity.</p> <p>One staff member has just started to pay in to his pension at a cost to the LA OF £750 per month, un-accounted for in the budget.</p>

	<p>Supply costs are running slightly ahead of budget. Two agency TAs left during the summer term and one new TA will start at the beginning of October, a saving of £500 per month.</p> <p>Pay rises have not been included in the current budget.</p> <p>KR stated that the LA have agreed to review the budget annually. She felt that the current funding is sufficient to maintain the budget and as TFC is geographically well placed to take referrals from all localities, pupil numbers can be sustained throughout the year.</p>
11.	<p>Curriculum Statement:</p> <p>JR stated that the main changes to the curriculum is to extend the primary day to include cooking session for all and Arts Award on Tuesday afternoon.</p> <p>An additional discreet PE lesson will be taught on a Monday and discrete reading sessions for all full time students across the school using Lexia, an online platform to identify gaps in skills/learning.</p> <p>A specialist football coach from the Blandford United FC, is coming in on a voluntary basis, for 1 session a week, on a Friday, for those interested.</p> <p>There are no changes to curriculum provision since JR reported to the T&L Committee in June. The curriculum across all keystages continues to be broad and balanced and is reviewed regularly.</p> <p>One governor queried if KS4 students are offered the opportunity to gain additional qualifications in first aid? JR explained that the extended exam period made it difficult for pupils to attend the training in the summer but this will be considered for next year if time allows.</p>
	<p>Safeguarding update:</p> <p>The Child Protection Policy has been amended to include the latest updates for KCSiE. The DSL has sent the update to the governor with SEN responsibility, for review and approval. Subsequently, the policy has been signed and uploaded on to TFC website.</p>
12.	<p>Policies for review:</p> <p>The following policies were shared with the governors for review and comment:</p> <ul style="list-style-type: none"> • Child Protection • Staff Code of conduct • Lockdown Procedure • Managing Allegations • Complaints • Whistleblowing • Health and Safety Audit Report • Admissions (Interim) <p>The above policies will be uploaded on to TFC website.</p>

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	KR explained that the Admissions Policy is not the official document, this is still with the LA for approval and in the meantime an interim policy has been shared with governors for review.
16.	<p>Date of next meetings:</p> <p>Finance/Health and Safety: 23rd November 2022 Teaching and Learning/ Safeguarding: 30th November 2022 Full Board: 18th January 2023</p>