

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

Minutes of the meeting

Wednesday 25 January 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
Jason Collins, Ferndown Upper School
Jess Roebuck, Deputy Head, The Forum Centre
Thyrza Pickering, Locality
Sandra de Montagnac

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

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 29 September 2022 were agreed as accurate and signed by the Chair.</p>
3.	<p>Matters arising:</p> <p>LH's term of office was due to expire this month. LH would like to remain on the board; governors were notified and were all in support of the proposal; LH's appointment will be renewed for a further term.</p> <p>There is still a vacancy for a parent governor despite invitations being sent out there was no response.</p> <p>ACTION: The clerk will send invitations out again to parents and carers.</p>
4.	<p>Action Log:</p> <p>Action generated from section 9, Review of CIP, wellbeing:</p> <p>One governor asked if TFC talk to other centres? KR agreed that this would be beneficial and will take steps to arrange.</p> <p>KR raised that from discussions with the other Centres, the number of referrals from SEN and accompanying EHCPs are becoming unmanageable. SENCOS are meeting to review how the referral process can be streamlined more efficiently going forward. One governor queried if a meeting has taken place with SEN to provide support to manage how the referrals are processed? KR stated that she has met with the relevant LA professionals regarding the issue and work is underway to address the issue. Governors recognised the pressure of work on</p>

	<p>the SENCo and a member of the admin team. KR would like approval from the governors to appoint an SEN admin person to take on the additional workload. Governors supported the proposal and gave their approval.</p>
5.	<p>Any Other Business: Business interests: Governors were requested to declare any conflicts of interest that might affect their role; none were declared at this meeting.</p> <p>New governor: The Blandford School put forward Niall Clinton as their representative. Niall met with KR and ML in October 23, to discuss his suitability for the role and the rest of the board were notified. No objections were received and a vote took place at this meeting in support of Niall and was unanimous in favour of Niall's appointment.</p> <p>AF joined the meeting to talk about his forthcoming teaching qualification, 'Straight to Teaching'. His personal statement was shared with governors for review and comment. TFC will fund two thirds of the course and AF will fund the remainder; to be paid back if he leaves within the year. Governors were in favour of the proposal and offered their support if needed.</p>
6.	<p>Presentation of HT report: Pupils on roll: Numbers on roll stand at 57, slightly down on last year but referrals are coming in and we anticipate the Centre will be up to number shortly. KR stated that the number of EHCPs is at capacity for a small setting. KR explained that there are pupils who need to be in specialist provision but due to the lack of specialist provision in Dorset, these pupils remain on TFC roll. A number of these pupils require 1:1 provision; TFC doesn't have resources to support these pupils and the funding formula does not allow for 1:1 provision. KR will give careful consideration to future referrals to ensure appropriate placements at TFC.</p> <p>Attendance: Attendance percentage is currently at 66%, a significant improvement in all categories from the point of referral. This figure is due to a number of pupils who are not attending and didn't attend for the whole of the last academic year and are blocking spaces children in mainstream that would benefit from essential early help work. KR explained that when the non-attendees are removed from the calculations, overall attendance rises to 99%.</p> <p>One governor observed that the attendance figure from the last full board meeting indicates the attendance was significantly lower at the beginning of the autumn term 2022, is this because the said pupils have started to attend? KR stated that the improvement is due to additional pupils on roll who are attending but confirmed that there is still a proportion of pupils who remain at 0%. She confirmed that the attendance process to re-engage these pupils is on-going and staff are doing a lot of work with pupils to address the issues but went on to say that the academic curriculum doesn't meet the needs of some pupils who require a more practical curriculum, unfortunately, the vocational provisions that have been explored are not affordable. KR stated that Kingston Maurward will be offering</p>

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vocational provision for KS4 from September 2023 and plans are being discussed around vocational provision at the proposed second site.

CiC attendance: attendance in this category is very good. There are several CiC that have a significant SEMH issues impacting on their attendance. KR was pleased to report that the therapeutic practices in place at TFC is proving successful and reduces the need for suspensions and attendance has improved as a result.

Attendance in the vulnerable groups: still remains an issue working with parents and families to support attendance. There are 5 pupils currently not attending; one has now moved to in January but is not reflected in these figures; one is due to go to Harbour School in half term. One governor observed that the PP attendance is much higher than non PP. The attendance figures for pupils with EHCPs is impacted by the pupils that are waiting for a space in a special school.

CiC Progress and Academic data: full details of the CiC progress was shared with governors. KR talked about individual cases; the majority are attending regularly and progressing well with the exception of one child whose attendance is erratic and impacted by external emotional issues. All CiC are supported well with Keyworkers and the CiC Mentor. KR stated that there are additional staff undertaking the Designated teacher training so they can lead some of the PEP meetings.

EHCP:

There were 29 pupils with either a final EHCP or one in progress during the autumn term.

Additional data:

Pupils with EHCP, PP and CiC remain high; this is normal for a Learning Centre.

Exclusions: there were 3 sessions lost during the autumn term due to behaviour, much lower than in previous reports. TFC staff are working hard with pupils and families to do restorative work and reduce the need to suspend. KR talked about individual cases to provide clarity. **One governor queried if there was an increase in physical abuse towards staff?** KR felt that abusive language seems to have increased but staff work with these pupils to unpick what might be going on externally to trigger the bad language or challenging behaviour.

Centre news:

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

Staff leavers:

A new TA started at the beginning of the autumn term. One of the Behaviour Mentors moved to The Stables School and one TA resigned to pursue a different career.

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

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	<p>KR reported on the mental health training that she attended; she stated that she is required to complete a portfolio by 10th June in order to fully qualified for the 'Mental Health' lead at TFC. She brought back some useful ideas to support staff and pupils.</p> <p>She raised that schools' senior leaders are taking on increased responsibilities around staff, pupils and their families mental health.</p> <p>Two members of staff have attended the SATS related training and was pleased to report that there are 2 primary pupils who are single registration with TFC and will be sitting their SATS in May.</p> <p>Reading is currently the main focus across all key stages; staff have attended LEXIA training to understand how the programme can support pupils in their reading and literacy.</p> <p>KR reported that 12 members of staff attended MAYBO training and felt that it is an excellent training programme on how to approach de-escalation.</p> <p>One governor queried what Ofsted training has taken place and how governors could support? KR reported that following training a significant review of the curriculum has taken place. Work is underway to prepare staff for an inspection. The Education Challenge Lead is visiting after half term to focus on the primary curriculum. One governor is visiting after half term to support staff for an Ofsted inspection.</p> <p>Performance Management: SLT has taken key threads required for Ofsted, through the school and given all staff similar targets for 1 & 2. Due to the broad range of physical and SEMH of pupils at TFC, the SENCO will support staff with questions likely to be asked regarding SEND. There are action plans underway for staff to access. TP stated that she has a useful questionnaire for governors to review; she will email to governors via the clerk. ACTION; clerk to remind TP to share Ofsted questionnaire.</p> <p>Student Achievements: KR reported that one pupil that has achieved her L1 and 2 FS in English and is awaiting the results for FS maths. Both qualifications will enable her to access an apprenticeship or college course at the appropriate level.</p> <p>Inventory purchases: none to report this term</p>
9.	<p>Review progress of Centre Improvement Plan priorities: KR stated that there are one or two priorities not started. KR stated that the majority of targets are progressing well and moving towards the completion stage. She felt that pupil attendance and behaviour is an ongoing challenge at TFC and informed the governors that the behaviour policy is being replaced by a 'Relational' policy and is regularly updated.</p> <p>Work placements are difficult to secure for Y10 & 11 pupils and the responsible staff are constantly adding to the list.</p>

	<p>One staff member is the LGBTQ representative and works with the pupils that require support. One staff member is doing work around inclusivity and has shares her knowledge with other staff. KR talked about 'Motional' training, a Mental Health and Wellbeing online tool that looks at pupil wellbeing, selected staff have completed the training.</p> <p>The updated staffing structure was shared with governors.</p>
10.	<p>Finance update:</p> <ul style="list-style-type: none"> An update from the Finance Officer was included in the HT report; numbers on roll were slightly under PAN during the summer term therefore funding received in the Autumn term was short of budget. Numbers on roll currently stand at 62. KR is predicting that numbers will rise to 70 by end of the spring term which will have a positive impact on funding received. Pay rises have had an impact on the budget. £17k is still owed by the LA for the decoration of the Centre during the summer term. The Finance Officer is confident that TFC will end the year with a small surplus. KR will explore the possibility of accessing funding through the Big Bid. <p>ACTION: Chase outstanding monies from the LA.</p>
11.	<p>CPD update:</p> <p>A CPD report was shared with the governors. Targets were taken from FILIO to outline the training needed. The green indicates that training has been achieved and there are a few targets still ongoing. One staff member is working towards her leadership qualification.</p> <p>'Step Up' was identified to further develop STEPS therapeutic approach to behaviour, however this was not considered appropriate and TFC will continue with MAYBO training.</p> <p>Any training needs identified within the classroom was reflected in individuals PM last year.</p> <p>One staff member completed their Leadership course last year and moved on to a senior role at another school in September.</p> <p>Training planned for spring/summer 2023:</p> <ul style="list-style-type: none"> ROH will their NPQSL in March JR will start her NPQH in the summer term. JR and KD Sounds Phonics training (free place - no additional cost to the budget)
	<p>Safeguarding update:</p> <p>There were no safeguarding issues to report since the full update at the Teaching and Learning Committee last November except that the DSL reported that following the resignation of one of the Safeguarding Team last term, there are difficulties in covering some of the meetings.</p> <p>CIN and CP data as above in 'Additional Data'.</p>



12.	Policies for review: The 'Pay Policy' was shared with the governors for review and comment: The above policy will be uploaded on to TFC website.
16.	Date of next meetings: Finance/Health and Safety: 24 th February 2023 Teaching and Learning/ Safeguarding: 15 th March 2023 Full Board: Sept 2023 - TBC