

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

Minutes of the meeting held on

Wednesday 19th September 2018

Present:

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| Kim Rickford, Headteacher, The Forum Centre | <i>Staff Representative</i> |
| Guy Godmon, The Forum Centre | <i>Staff Representative</i> |
| Kay James, Attendance Officer | <i>Local Authority Member</i> |
| Liz Bishopp, The Blandford School | <i>Chair/Community Member</i> |
| Mark Willis, Queen Elizabeth School | <i>Community Member</i> |
| Claire Ratcliffe, Corfe Hills | <i>Community Member</i> |
| Richard Redwood, Ferndown Upper School | <i>Community Member</i> |
| Phil Gavin, Christchurch LC | <i>Community Member</i> |
| Sarah Clayton, Finance Officer, TFC | <i>Guest</i> |
| Laura Howieson, St Michael's Middle School | <i>Guest</i> |
| Shaun Stega-Lewis, Parent | <i>Guest</i> |
| Sandra de Montagnac (notes) | <i>Clerk to the Committee</i> |

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| 1. | <p>Apologies</p> <p>Mark Lawson, The Purbeck School <i>Vice chair/Community Member</i> Kitty Huthwaite, SENNS Teacher <i>Associate Member</i> <i>Richard Redwood will arrive at 3.30pm</i> <i>Community Member</i> Apologies were received and accepted by the members present</p> <p>The chair welcomed everyone to the meeting.</p> | |
| 2. | <p>Minutes of the previous meeting</p> <p>The minutes, including a confidential minute, of the previous meeting held on 23rd May 2018 were reviewed and checked page by page. Otherwise agreed as accurate and signed by the Chair. All copies of the confidential minute will be destroyed and the original was signed by the chair and stored separately, in a secure cabinet, away from the main minutes.</p> | |
| 3. | <p>Matters arising:</p> <p>Resignation of the staff governor and proposals of new members: The staff governor resigned at the end of the summer term and following a recent ballot, Guy Godmon, teacher at The Forum Centre has been elected to the staff governor position from 18th September 2018. The board welcomed Guy to the Management Committee and it was agreed that he would join the Teaching and Learning Sub-Committee.</p> <p>Deputy Headteacher: KR explained to the board that last April TFC appointed a new Deputy Headteacher, unfortunately, she withdrew from the appointment late in the summer term, leaving TFC without a Deputy going in to the new autumn term. KR stated that she did not want to rush into advertising for a new DH and for the immediate future the staff member who is well underway with his SENCO training, has recently joined the SLT and has also stepped up to Acting Deputy headteacher/SENCO and will remain in post until 5th April 2019 and re-advertise towards the end of the autumn term. KR stated that if number on roll continues to rise as they are currently, there will be a need for a full time DH and part-time SENCO.</p> <p>One governor queried if KR was satisfied with the skill set of the Acting DH/SENCO to carry out the additional duties? KR confirmed that this was the case and she will be supporting him.</p> | |

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| | <p>KR welcomed questions from the other governors on this matter. No further comments were put forward.</p> <p>The chair asked if there were any further questions to be raised from the last minutes or questions not itemised on the agenda? KR stated that the building work for the new break out rooms and adult/student classroom, have been submitted to County as discussed and agreed at the last full meeting in May, would not commence until December 2018 and would go on until April 2019.</p> <p>One governor queried if there is currently enough space in the Centre? KR there is a need for a KS3 break out room.</p> <p>One governor queried what is the lead time at panel for a place at TFC? KR stated that enquiries are coming in now.</p> | |
| 4. | <p>AOB:</p> <p>Standing Orders of the Management Committee: this document is reviewed by the governing board at the first meeting of the autumn term. Discussions took place regarding the length of term that the chair and vice chair should be in office to adequately fulfil their role and to put in place long term strategic planning and maintain continuity. A period of 3 years was put to the board and this would rule out the need for re-election each year for the duration of the post. The board agreed to this unanimously, however, due to several governors not being present, the clerk will contact the governors after the meeting to request feedback for the current chair to remain in post without re-election for a further 2 years after her first year lapses next February. However, once the Standing Orders are amended to reflect this change and if any future chair decides to resign before the end of the 3 year term of office, a new election will take place. Remaining with the Standing Orders, a review took place of section 5 that refers to the distribution of the papers and where an additional paragraph could be added to make allowances in cases where it may be challenging for the LC to deliver certain documents to meet the 7 day deadline. It was agreed that in exceptional circumstances, the timeframe will be shortened to 24 hours. However, the board would expect routine papers to be distributed early and if these are also sent out in the shorter 24 hour period, this will be raised as an issue at the next meeting.</p> <p>Linked governors for specific areas: There are currently named governors for the following areas:</p> <ul style="list-style-type: none"> • LAC • Safeguarding <p>One governor, with the necessary skill set, was approached to become the link for SEN and was happy to take the lead in this area.</p> <p>Other areas of need are:</p> <ul style="list-style-type: none"> • Health and Safety • Curriculum <p>The chair suggested that a curriculum governor can be sought at the next Teaching and Learning Sub-Committee meeting.</p> <p>Business interests: the governing board confirmed that there was no additional information to add; the clerk will check with the governors not present today, if they need to update their business interests.</p> <p>Skills audit: the clerk informed that governors that the National Association of Governors has revised its skills audit template and requested that all governors complete a new audit to ensure that each skill is covered by at least one governor. This exercise will enable the clerk to identify gaps in training and assist when</p> | |

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| | <p>recruiting future members.</p> <p>Data information: the clerk stated that the new staff governor has completed a data information form and this will be filed along with the other governors. If the prospective new governors are appointed, they will be required to complete a data information form.</p> <p>Lock down policy in the event of a bomb threat: KR requested approval of this policy. New emergency buttons have been installed to alert the school to any potential threats. The admin staff have all been provided with a crib sheets to enable them to ask the correct questions if an emergency arises. KR stated that the Centre has sufficient security in place to avoid this happening and stated that regular fire drills take place at the Centre. A 'Lock down' practise will take place next week. One governor raised concerns about how the Primary children will cope with the practise and it was suggested that they have a separate practise to avoid panic.</p> <p>Training: the clerk has produced a spreadsheet of the training the governors have attended to date and handed out a copy to all the governors. The next group training will be 'Safeguarding 1 for Learning Centres' and this has been scheduled for Thursday 22nd November at The Forum Centre, 4-6pm. The clerk will contact Governor Services to enquire if the training session could be condensed as the majority of governors have had previous SG training in their professional roles and would not necessarily need the full training. The chair stated that it would be useful if governors could nominate themselves to attend 1 or 2 training courses so that all governors cover all the skills required for the board to carry out their duties as a governor. Thursday was identified as a good day to organise training.</p> <p>Learning walks: KR invited governors to come to the centre to undertake a Learning Walk. One governor offered to do this at the beginning of October.</p> <p>Approval of board meeting dates: the meeting dates for the year were reviewed and agreed.</p> | |
| 5. | <p>Presentation of HT report:</p> <p>KR stated that there were 42 pupils on roll at the beginning of the Autumn term and this number has risen to 45. During the summer term, numbers were reduced down to 48 and subsequently, have been increased back up to 56.</p> <p>The referral categories have changed from July 2018 and are as follows:</p> <ul style="list-style-type: none"> • PEX • Medical • SEMH • Additional Block <p>The number of PEX places stands at 24 across the secondary range. This number is likely to increase this year due to a number of legacy students that are still at TFC. These students will leave at some point and future referrals will be made in line with the new criteria. KR stated that Poole Borough are approaching TFC for places and arrangements are currently underway for one KS3 child to come in to the Centre for a trial period. If numbers fall again in the future, TFC can offer places to schools outside of Dorset. Some re-structuring will be necessary to accommodate younger referrals where some staff only have experience of teaching in KS4. One governor enquired if the re-structuring can be fulfilled through training rather than staff changes? KR confirmed that training will be sufficient to manage the required re-structuring.</p> | |

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CONFIDENTIAL MINUTE: to be handed out separately at the next meeting for the governors' approval. Chair to sign original and a copy will be filed away securely.

KR stated that discussions are currently underway with the LA regarding extending the Learning Centres' financial year. This will give the Centre more flexibility if there is a need for re-structuring due to fluctuating numbers.

Attendance:

Attendance currently stands at 71% but when the pupils with Medical, SEMH and school refusers are removed from the calculation the percentage rises to just above 90%.

LAC Attendance and Academic progress:

The LAC attendance is consistently high and stands at an average of 94%. KR shared information regarding the LAC academic progress with the Committee and this information was included in individual members' packs. Where attendance is lower in one particular case, this was due to anxiety around exams and despite not joining the Centre until the spring term he achieved some good results in his exams and has since returned to his home in Bristol to access a college course.

Exclusions:

KR stated that most exclusions were for 1 day and for verbal abuse or threatening behaviour. One student had a longer exclusion of 4 days, details are logged on behaviourwatch and exclusion letter sent and filed. This data is from across all year groups.

RR arrived at the meeting at 3:15pm.

EHCP Info:

KR stated that number of pupils with an EHCP, either final or in progress is not as high as last year and there are 4 new requests currently underway.

New Data: KR reported that the figures were consistent with previous years.

Staffing structure: included in the governors' pack.

Centre news:

KR talked through the Centre news and this information is included in individual governors' packs. The information included staff and student training, students' achievements, re-integrations, inventory losses and purchases.

Re-integrations: most pupils moved to mainstream or special schools but 2 have a package worked out through SL until a special school place can be identified.

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| 6. | <p>Finance Update: Budget monitoring update: SC joined the meeting to talk about setting the budget for April 18/19. All members were emailed a copy of the proposed budget for 2018/19, to review before the meeting. KR explained the new categories and the costs involved:</p> <ul style="list-style-type: none"> ➤ Permanently Excluded – PEX ➤ Medicals referrals ➤ SEMH – Social, Emotional and Mental Health referrals <p>One governor enquired what will happen to the current Legacy (Dual Registration) pupils; will they remain on roll at both mainstream and Learning Centre and will they only be placed on the Learning Centre roll? KR explained the current 5 legacy pupils and will remain on roll at the mainstream school and TFC will collect £6,200 per place over this financial year. New cases will be referred under the new system. One governor enquired if medical referrals will remain on roll at their mainstream school? KR confirmed that this is correct. One governor enquired if mainstream schools will be expected to contribute towards the cost PEX referrals, KR confirmed that mainstream schools will not be expected to contribute.</p> <p>KR stated that there are some unusual cases where the enrolment status and funding is not straightforward and clarification is required from the LA. KR and the Finance Officer stated that there are still outstanding funds and are continuing to request the funds from the LA. The Finance Officer stated that she has not included the figure in the expenditure forecast. One governor enquired if the budget will improve if the funds come in from last year? The Finance Officer stated that it would improve but is not expecting to receive what is owed. However, the LA have stated that TFC will receive the money. One governor enquired what the reason was for holding off the payment? KR felt due to the complexities of the funding stream, the process requires executive input and this is taking longer than expected. The chair suggested writing to the Schools Forum to raise the financial situation at the next meeting, explaining how the payments have not been honoured and is thus making the Centre financially unviable. SC has to upload the budget in order to monitor the expenditure. One governor felt that someone in the finance team will say that TFC needs a license deficit and enquire what the reason is for the deficit. SC copying the finance team in to all the emails to the LA so they are aware of the situation. KR stated that if the funds come in by next April TFC will have an underspend and this will indicate that the Centre cannot manage the budget. One governor felt that it would indicate that a decision was made for prudence. The chair asked the board if there were any objections to the proposal for the budget be put forward as it stands? All governors supported the proposal and the chair stated that she was in favour of the budget and this was seconded by the chair of the Finance Committee. One governor stated that the ‘Effective Questioning’ regarding the difficult financial situation TFC find themselves in, will be an important factor during a future Ofsted inspection. The minutes of the meetings will demonstrate the level of challenge from the board and will ensure that Ofsted understand that this one area is out of the board’s control.</p> | |
| 7. | <p>Exam results/tracking and NEETs data: KR presented the exam data from the summer term and reported that percentage wise, TFC results exceeded the national average. One governor stated it is not a legal requirement for LCs to record the exam data, however, another governor felt that it is worth recording and advised that the TFC should continue to do so and it will show the right level of expectations from the students. KR stated that from Monday to Thursday, the current programme, is for all students to access 6 GCSEs and a</p> | |

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| | <p>vocational subject on a Friday. The aim for next year is that the majority of students will achieve at least 5 GCSEs. One governor stated that it is recognised that TFC focus more on academic achievement compared to other PRUs. KR stated that the attainment levels for the majority of pupils were in line with their projected grades. Attendance, social, emotional and mental health issues contributed to some pupils not achieving their predicted grades, particularly in Science. Attendance was a major factor in several students not completing their Science practical experiments. KR stated that she will present a more detailed report to the Teaching and Learning Sub-Committee meeting in October.</p> <p>Destinations: currently 6 NEETS, Ansbury is working with these students to find them suitable placements. KR is hoping to be able to update the governors at the next meeting that all the leavers have been placed in training or employment.</p> | |
| 8. | <p>CIP: KR presented the governing board with the priorities for the Centre Improvement Plan. A copy of this was included in the governors' pack. KR talked about some of the key areas of improvement:</p> <ul style="list-style-type: none"> ➤ Balancing the budget is an ongoing issue ➤ Challenging Leadership; An 'Effective Questioning' pack will be emailed out to all governors and presented to the T&L and Finance Sub-Committee meetings. Discussions took place around the importance of this exercise to ensure that the governing body challenge appropriately to ensure that children referred to the TFC are receiving the right provision and interventions to help them exceed what they are expected to achieve at their mainstream school. KR stated that the CIP includes this focus under the section 'Quality Teaching and Assessment'. ➤ KR stated that staff training is on-going around literacy intervention to improve primary pupils' reading skills. ➤ Homework, Independent Learning Tasks and Finance are in the CIP as raised at the last Ofsted inspection. ➤ Wellbeing programme: mindfulness and yoga is now being offered to both students and staff. KR reported that the programme has so far been a success for the students and is now being extended to the staff, starting on 2nd October. | |
| 9. | <p>Curriculum Overview: Governors' packs included the curriculum offer for KS4 that lists all the subjects offered to the students.</p> <p>The primary curriculum offer was not included in the packs, the clerk will email out to the governors: KR stated that the following subjects: English, Maths Science, computing, PSHE, PE, humanities, outdoor adventure, art, music, yoga and mindfulness, Forest School, Horserenity</p> <p>KR welcomed comments from the board on the Headteacher report and asked if there was anything they would like add? Discussion took place and it was agreed that the information provided was satisfactory.</p> | Clerk to email out |

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| 10. | <p>Date of next meetings:</p> <p>Autumn Term:</p> <p>Teaching and Learning/ Safeguarding Sub-Committee Meeting Wednesday 31st October 2018, 2.30pm at TFC</p> <p>Finance Sub-Committee Meeting Wednesday, 28th November 2018, 2.30pm at FUS</p> <p>Governor training:</p> <p>Safeguarding 1 for Learning Centres Thursday 22nd November 2018</p> | |
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