

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

**Minutes of the meeting held on**

**Wednesday 23<sup>rd</sup> May 2018**

**Present:**

Kim Rickford, Headteacher, The Forum Centre	<i>Staff Representative</i>
Jess Roebuck, The Forum Centre	<i>Staff Representative</i>
Phil Gavin, Christchurch LC	<i>Community Member/Parent</i>
Liz Bishopp, The Blandford School	<i>Community Member</i>
Mark Lawson, The Purbeck School	<i>Community Member</i>
Mark Willis, Queen Elizabeth School	<i>Community Member</i>
Claire Ratcliffe, Corfe Hills	<i>Community Member</i>
Kay James, Attendance Officer	<i>Local Authority Member</i>
Kitty Huthwaite, SENNS Teacher	<i>Associate Member</i>
Sarah Clayton, Finance Officer, TFC	<i>Guest</i>
Sue Gilani, DSL	<i>Guest</i>
Sandra de Montagnac (notes)	<i>Clerk to the Committee</i>

	<b>Apologies</b>	<b>Action</b>
1.	<p>Richard Redwood, Ferndown Upper School <i>Community Member</i> Sylvia Hadrell, Lytchett Minster <i>Community Member</i></p> <p>Apologies were received and accepted by the members present</p> <p>The chair welcomed everyone to the meeting.</p>	
2.	<p><b>Minutes of the previous meeting</b> The minutes of the previous meeting held on 28<sup>th</sup> February 2018 were reviewed and checked page by page. Otherwise agreed as accurate and signed by the Chair.</p>	
3.	<p><b>Matters arising:</b> A replacement committee member has not been found for Lytchett Minster or the Swanage School. Discussions took place around seeking Governors to replace these members and it was agreed that a representative from a middle or primary school would give another valued perspective. The clerk will seek to appoint members from either a primary or middle school and it was suggested by MW to contact the Wimborne Academy Trust.</p> <p><b>DBS Certificates: LB asked if the clerk had received all DBS checks from the current members?</b> The clerk stated she had the majority but there were still a few outstanding and these will be collected as soon as possible.</p> <p><b>Best Value review:</b> KR stated that it was submitted and discussed at the Finance Sub-Committee on 8th May and a copy was included in the pack for today's meeting.</p> <p><b>One member queried why there was only one bid for all building and maintenance work at TFC?</b> SC will obtain more quotes to maintain best value and this will be reviewed at the next meeting.</p> <p><b>Doddle:</b> is an on-line software package used for assessment, homework and independent learning or if a child absent due to illness. SC managed to negotiate a £5k saving. Other LCs are also using the system and it was the only company that was on the DCC approved list. Members were satisfied that this was 'Best Value'.</p>	<p>Clerk</p> <p>SC</p>

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	<p><b>The SENCO role:</b> A member of staff has applied and has been offered a place on the course from September 2018 and will be working towards this qualification over the next year.</p> <p><b>A member asked if TFC is covering the cost of the course?</b> KR confirmed that this is the case and that the member of staff has committed to stay at TFC for 2 years following a successful qualification.</p> <p><b>Curriculum expenses:</b> one member had queried why this was so high. KR explained that after further scrutiny, some items were moved to the correct subject area. This has reduced this amount from 43k down to 17k for the new budget.</p> <p><b>GDPR:</b> KR stated that one of TFC SLT has taken on the role of Data Protection Officer and has spent considerable time familiarising herself with all the new government guidelines and has signed up for additional training. All policies are in place and new privacy notices have been produced which will be sent out to parents, staff and Management Committee members. The Clerk handed out a copy of the new Privacy Notice to all the members present. <b>A copy will be emailed out to those not present today.</b></p> <p><b>Chair of the Finance Sub-Committee:</b> LB announced that following the Finance Sub-Committee meeting and to avoid any potential conflict of interest, RR has nominated himself to take on the role of chair of Finance Sub-Committee. The clerk has emailed this proposal to all the members and asked for other nominations. No other nominations were put forward and a formal vote took place and was unanimous in support of RR.</p>	Clerk
4.	<p><b>AOB:</b></p> <p><b>New Appointments:</b> KR stated there are 2 new appointments from September 2018. The Acting Head at SLC has accepted the post of Deputy Headteacher and an English teacher, from Poole High will replace the current English teacher, who is moving to Spain.</p> <p><b>One governor enquired if TFC anticipate having to appoint additional staff after the Transformation of AP has concluded?</b> KR confirmed that there will be a need for a pastoral worker and a TA to support additional primary pupils.</p> <p><b>KS2 SATS:</b> One governor was very pleased to report that for the first time at the Centre, three students from three different schools sat all six SATS papers and coped extremely well considering all pupils have emotional issues. JR was confident that the experience will increase each pupil's self esteem and is hopeful that the results will be positive. There were logistical difficulties around the collection of the papers in the morning and special arrangements, but this can be reviewed for any future tests to make the process run more efficiently and reduce additional stress for staff in both settings.</p> <p><b>Building Work:</b> KR stated that due to an underspend this year, she would like to have built an adult classroom/meeting room and two breakout rooms to provide a space for agencies to come in and work with the students, including pastoral/family intervention support. KR stated that this type of facility is required for an SEMH Base and was the reason TFC was permitted to keep the underspend. KR stated that a bid has been put in to the AP Innovation Fund for £186k in order to staff the proposed facilities. The LA have committed to the proposal and a representative from DCC Building Services has visited to discuss the plans. KR confirmed that the cost of the build would be in the region of £130k.</p>	

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**The chair stated that this is such a large investment and welcomed comments from the other members.**

**One governor enquired how the proposal would sit alongside the new SEMH site at Bovington?** KR stated that as far as she is aware there is a lot of building work going on but little evidence that it will be opened before September 2019 and could be later. Also, the numbers on roll are likely to be very low. KR stated that she has ten pupils of KS1, Y3 and Y4 that are currently on a waiting list for provision.

KR stated that currently there are eight SEMH places from this September; 4 x KS3 and 4 x KS4 and the 4 KS3 places are already filled with pupils that have EHCPs that state SEMH in the plan.

**One governor enquired why the underspend:**

- a) **Could not be spent on staffing rather than an SEMH Base?**
- b) **If TFC is being asked to become an SEMH Base, why is TFC paying for the building work and not SEN?**

Money cannot be spent on staffing. Overspend would be clawed back unless we spent on provision for SEMH base.

**One governor enquired if the SEMH Base will be purely for pupils with EHCPs?**

KR stated that not officially and when the idea was first discussed it was going to be for young people identified with SEMH needs undergoing the process of EHCPs. KR went on to say that there are no spaces available as these are already filled by pupils with EHCPs who have no identified provision to move on to due to lack of spaces in specialist provision in Dorset or out of County.

KR's current proposal is to move current dual reg pupils back in to school and to free up spaces but most of the children referred are not ready to go back and may end up permanently excluded.

The chair felt that the Centre should not be funding a project that the LA should provide, however, it can be looked at as an investment for the future of the young people that are in need of emotional support alongside normal provision.

**The chair put to the Committee if they were content to formerly record that the underspend will be reserved for the proposed building works required for the SEMH Base?** All members agreed to this proposal.

**One governor enquired if this facility will start from Sept when will pricing structures be released to schools?** KR stated that figures came through this week but they were not correct and she will be putting together a menu of what can be offered to schools.

KR talked about staff from mainstream coming to work with staff at TFC and vice versa, TFC staff going in to schools to support staff and students during their re-integration. KR felt that the 6 week short stay referrals were crucial to keep movement going. SC has put together the historic spend from each school over the last two years and it will be shared with the Heads shortly.

**One governor enquired whether the current KS2, 3 and 4 students at TFC will be returning in September?** KR stated that there are approximately 30 pupils on roll that are either PEX or medical referrals and the LA will pay for these pupils. KR stated that there is no funding for the additional referrals.

	<p><b>One governor asked if there would be more PEX?</b> KR confirmed that without the funding for the additional dual registration pupils, it may result in more PEX and several Community members confirmed that this is already happening.</p> <p><b>One governor enquired what would happen to pupils that have EHCPs?</b> PG stated that the main reason children with SEN needs are on roll at a LC is because there are no places available in specialist provision.</p> <p><b>Transformation Update:</b> KR stated that the Transformation has been going on for 18 months and it was brought to the LMC in April 2016 if there were any objections to the idea of transforming the LC into an SEMH Base alongside the traditional AP that was offered. Since then there has been an overspend in the High Needs Block so places have been cut in all of the LCs. There are 70 pupils currently at TFC and this number has to be reduced to 52 by September 2018. Despite 24 x Y11s leaving this year, it leaves very little room in terms of new admissions. Future plans still stand to separate primary from secondary and have two different sites. KR stated that she has communicated with the Poole's Commissioner for AP to discuss future places at TFC.</p> <p><b>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.</b></p> <p><b>One governor asked if TFC will provide all the necessary equipment for students at home?</b> KR stated that this is all in place as some students are currently accessing online tuition through Academy 21.</p> <p><b>One governor enquired if HR has spoken to KR about redundancies?</b> KR stated that she is due to meet with HR this week to take advice on the legal process.</p> <p>KR stated that there would be a restructure of the current timetable; Monday to Thursday with the emphasis on core subjects and two optional GCSEs. Fridays to follow a vocational course. This will enable out-reach work in schools by sending highly trained TAs into schools to support staff and students with behaviour strategies.</p> <p><b>One governor enquired if this would be from September 2019?</b> KR stated that the new structure would be implemented from September 2018 but will take time to be fully embedded.</p> <p><b>Training for Governors:</b> The clerk stated that the majority of MC members have not attended the 'Safeguarding for Governors' and 'Health and Safety' courses. These are specifically for Governors and differ to the normal schools training. Discussions took place around group training for all LC MC members and it was agreed that the clerk will arrange SG and H&amp;S training in the Autumn term, for all LC governors.</p>	Clerk to arrange
5.	<p><b>Presentation of HT report:</b></p> <p>KR stated that there were 64 pupils on roll at the beginning of the Summer term and this number has risen to 70. KR has been instructed by the LA to stop accepting any more pupils as it is the schools' responsibility to manage pupils with behavioural and emotional issues. KR stated that she has not taken on any new referrals. <b>The Virtual School, VD and SL continue to request spaces.</b></p> <p><b>Attendance:</b> Attendance currently stands at 79% but when the pupils with SEMH issues are</p>	

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	<p>removed from the calculation the percentage rises to 82%. KR stated that there are persistent non-attenders affecting the overall attendance.</p> <p><b>CiC Attendance and Academic progress:</b> The CiC attendance is consistently high and stands at 95%. The CiC data includes one out of county child that is currently living in the Dorset LA. KR shared information regarding the CiC academic progress with the Committee and this information was included in individual members' packs.</p> <p><b>Exclusions:</b> KR stated that most exclusions were for 1 day and for verbal abuse or threatening behaviour.</p> <p><b>EHCP Info:</b> KR stated that there is a high number of the cohort with EHCPs, either final or in progress and reported that there are several new requests to be started. KH stated that SEN are now working to the timescale set for completing EHCPs.</p> <p><b>One governor observed that there is a significant amount of EHCPs and why was this?</b> KR stated that referrals for children with EHCPs have risen as the pressure on special school places has increased.</p> <p><b>One governor enquired on what grounds are the applications for EHCPs submitted?</b> KR stated that they are mostly for SEMH reasons, although a few are for complex communication needs.</p> <p><b>New Data:</b> KR reported that the figures were consistent with previous years.</p> <p><b>Centre news:</b> KR talked through the Centre news and this information is included in individual members' packs. The information included staff and student training, students' achievements, inventory losses and purchases.</p>	
6.	<p><b>Report on Child Protection:</b> SG talked about the training delivered to staff and students throughout the year. A copy of the updated Child Protection policy was emailed out to all the members. The next review date has not been set, the clerk will email members once the date is confirmed.</p> <p>Details of training delivered are included in members' packs.</p> <ul style="list-style-type: none"> <li>➤ The Child Protection policy has been revised for June 2018 and is more specific in providing links to external documents and our website, in line with new GDPR regulations.</li> <li>➤ The Safeguarding Audit was submitted on 19th February 2018 and we graded ourselves 'good'. The area which needs development is delivering e-safety for students. E-safety is addressed at appropriate times during lessons and will be timetabled in as a regular component from next September.</li> <li>➤ MyConcern is being used confidently and competently by staff and files have been shared by some of the mainstream schools.</li> <li>➤ BehaviourWatch is used daily by any staff, particularly the Contact Log, Incidents, Serious Incidents and Pastoral logs, as well as Home Tuition reports.</li> <li>➤ Staff are making informed choices about whether to log a concern as pastoral on BehaviourWatch or if there is an issue or occurrence which is considered elevated to MyConcern.</li> </ul>	<p><b>Clerk to email CPP with new review date</b></p>

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7.	<p><b>Finance Update:</b></p> <p>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 BMR to review before the meeting.</p> <p>The Finance Officer and Headteacher presented the budget forecast for 2018/19 based on historical figures but wanted the committee to be aware that without a commitment from the LA it was not an accurate forecast.</p> <p>This information was presented at the Finance Sub-Committee meeting in May:</p> <ul style="list-style-type: none"> <li>➤ TFC has taken additional pupils on roll above the funded 52 places at the request of Sylvie Lord, SEN and Virtual School. Each pupil had funding attached to fund staffing and resources for these pupils.</li> <li>➤ Funds are still owed to TFC from the High Needs Block for last year 2017/2018. The LA promised to pay on a monthly basis, but this did not happen.</li> <li>➤ Funds were received just before the end of the financial year 17/18. Approximately £60k is still owed.</li> <li>➤ The LA recommended that a 5/12 budget be set for 2018/19 based on the previous year's funding agreement. SC has created a minimal budget in order to remain functional and still offer a full curriculum. SC is consistently emailing the LA to request payment. Still chasing up money from previous year.</li> <li>➤ KR confirmed that all the pupils in question have arrived with an EHCP or the EHCP is in progress.</li> </ul> <p><b>One governor queried that if these pupils are still on TFC roll in September, will they be transferred to Banded Funding?</b> KR stated that the LA has not replied to this query.</p> <p>KR confirmed that £45k/163k has been included in the budget forecast – could have an underspend of £110k by April 2019.</p> <p>£45k is required for two pupils with extremely high needs and will not be returning to mainstream school.</p> <p>DCC premises have reviewed the plan for the new SEMH Base. Plans will be drawn up in order that planning permission can be submitted to the council.</p> <p><b>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.</b></p> <p>KR explained that currently a significant amount of money is spent on Home Tuition due to the cost of sending out UPS3 teachers in to the home and considerable savings can be made by discontinuing home tuition.</p> <p><b>One governor observed that the estimated income for DR and additional places was too high.</b> It was agreed that this figure should be reduced to avoid a surplus at the end of the year.</p> <p>Money has been spent on the maintenance of the Centre and new IT equipment so this area will require little funding for the next 2 years.</p> <p><b>One governor enquired if SC will submit the budget as it is or wait for more owed funds come in?</b> SC and KR will submit the budget as it is, subject to some amendments agreed at this meeting</p>	
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	<p><b>Disaster Recovery:</b> SC presented the 'Disaster Recovery' plan to the committee for review. The governors were satisfied with the plan.</p>	
8.	<p><b>CIP:</b> KR presented the Committee with the Centre Improvement Plan. The plan is divided into three sections; red indicates what is still outstanding, yellow, on-going, and green, all has been achieved.</p> <p>KR talked about key areas of improvement following Ofsted:</p> <ul style="list-style-type: none"> <li>➤ Astute curriculum financial planning in light of national changes. <ul style="list-style-type: none"> <li>○ Will remain RED due to the lack of information from the LA regarding future funding to enable planning and budgeting.</li> </ul> </li> <li>➤ Ensure governors challenge leadership to ensure excellent outcomes for all <ul style="list-style-type: none"> <li>○ HT to review at the end of term following a change of chair to the committee. All other Governor requirements to ensure excellent outcomes have been carried out, ie learning walks, financial challenge around best value, involved in new appointments.</li> </ul> </li> <li>➤ Intervention KS3 &amp; KS4 (groups) Moderation &amp; monitoring (Data integrity)</li> <li>➤ Online safety – school awareness of online dangers and communicating with parents <ul style="list-style-type: none"> <li>○ Already addressed during lessons and will be timetabled in as a regular component from next September.</li> </ul> </li> <li>➤ Develop welfare and behaviour teams to support pupils with SEMH <ul style="list-style-type: none"> <li>○ Training completed with EPs every six weeks for over a year. Until such time that funding is received to appoint lead staff, some of the work can commence KJ and GG can deliver parenting workshops to all key stages.</li> </ul> </li> </ul>	
9.	<p><b>Date of next meetings:</b></p> <p><b>Teaching and Learning/Safeguarding Sub-Committee Meeting</b> Wednesday, 20<sup>th</sup> June 2018, 2.30pm at TFC</p> <p><b>Autumn Term:</b></p> <p><b>Full Management Committee Meeting plus Finance</b> Wednesday 19<sup>th</sup> September 2018, 2.30pm at TFC</p> <p><b>Teaching and Learning/ Safeguarding Sub-Committee Meeting</b> Wednesday 31<sup>st</sup> October 2018, 2.30pm at TFC</p> <p><b>Finance Sub-Committee Meeting</b> Wednesday, 28<sup>th</sup> November 2018, 2.30pm at FUS</p>	