

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

Minutes of the meeting

Wednesday 26 January 2022

Present:

Kim Rickford, Headteacher, The Forum Centre
Guy Godmon, The Forum Centre
Mark Lawson, The Purbeck School
Kitty Huthwaite, SENSS Teacher
Laura Howieson, Wimborne Academy Trust
Mark Willis, Queen Elizabeth's School
Jo Taylor, Ferndown Upper School
Kieren Hasler, Lytchett Minster
Gary Coleman
Sandra de Montagnac

Staff Representative
Staff Representative
Community Member/ Chair
Community Member/SEN
Community Member/Vice Chair
Community Member/Chair of T&L
Community Member
Community Member/Chair of Finance
Parent Member
Clerk to the Committee

1.	Apologies Thyrza Pickering sent her apologies, due to a previous commitment she will join the meeting at 3pm
2.	Minutes of the previous meeting: The minutes of the previous meeting held on 28 September 2021 were agreed as accurate and signed by the Chair.
3.	Matters arising: Mark Lawson has taken up a new role with the LA as 'Locality Lead' for the east. The clerk confirmed that Mark can remain on the board as a community member.
4.	Action Log: The clerk emailed absent governors to ask them complete out the skills audit and declaration of business interest forms.
5.	Election of new LA Member: During the autumn term the governors were informed that Thyrza Pickering had applied for the role of LA member following Kay James's resignation. Thyrza's application was approved by the LA panel and the board were notified and that an official vote would take place at this meeting. Thyrza joined the meeting at 3.15pm. The chair welcomed her to the board and explained that a vote took place at the start of the meeting and was unanimous in support of Thyrza's appointment as the Local Authority member.

6	<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>Wellbeing Link Governor:</p> <p>Thyrza was approached to consider taking on the responsibility of the wellbeing link governor and was happy to accept. The clerk will arrange a meeting with KR and LH to advise and support Thyrza in her new role.</p> <p>KR stated that one governor visited TFC to review the Marking Policy and this proved to be a very useful exercise. KR welcomed any support and advice that the governors can offer regarding the policies they have an interest in or are linked to as it gives an alternative viewpoint. LH stated that this process also helps with the element of challenge and to understand the rationale behind the decisions made from a PRU's perspective compared to a mainstream setting where they are able to take a group approach.</p> <p>The chair talked about the link governor role in preparation for future Ofsted inspections. The chair felt that as we begin to return to normal practise governors can undertake more frequent learning walks and ensure they evidence the challenge they provide to the SLT.</p> <p>Governors to contact the clerk to book an appointment.</p>
7.	<p>Presentation of HT report:</p> <p>Pupils on roll:</p> <p>There are 66 currently on roll with 5 referrals in progress. KR stated that the short term numbers look high in the DR category and explained that these referrals are to avoid PEX and are not DR in the true sense of the word. Instead the referrals are blocking places and preventing the early help work and turnaround that creates movement in the Centre. KR is in discussion with the LA to consider increasing place numbers to allow for the new model to work. KR stated that she is in consultation with the LA around the services that LCs can provide in the future to support non-attenders/school refusers to re-engage with their education.</p> <p>Attendance: currently stands at 77% similar to previous years; when persistent non attendees are removed from the calculation, attendance rises to 88%.</p> <p>LAC attendance: the majority of LAC pupils have excellent attendance. One pupil has had some medical issues that has affected her attendance but this is gradually improving.</p> <p>LAC Progress and Academic data:</p> <p>There has been an increase of LAC pupils at TFC and there is a whole Y7 and 8 class made up of LAC/EHCP children who will struggle to follow a KS4 model and discussions are underway to plan for a special class to support these pupils in KS4. KR updated the governors on the progress of individual cases and explained that many of them have significant emotional issues mostly around changes in placement, that are impacting on their learning and require additional support while they are in school.</p>

One governor queried if TFC have access to any targeted teaching from the LAC team?

KR confirmed that the Centre does not have access to support and explained that the Virtual School Team attend the PEP meetings and the level of challenge is appropriate when changes are made to a pupil's provision. KR felt that the Virtual School would be happy to fund if additional support is required.

One governor queried which category of referral are the LAC pupils? KR confirmed that all the LAC pupils are in the SEMH category.

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. KR is working with SEN to try and place some of the more complex cases into more appropriate settings. KR stated that the new provision in Shaftesbury, Coombe House, is the only specialist provision available in Dorset.

Exclusions:

KR explained that the therapeutic approach to behaviour management (STEPS) has been successful at TFC. Staff recognise if it's distressed behaviour they are dealing with and will adopt a therapeutic approach with these children. Suspensions are usually only for physical assault or dangerous behaviour. The number of days that are lost to suspensions are relatively low and staff will avoid suspending LAC pupils and those with an EHCP. MAYBO training is undertaken by key members of staff for when restraint is necessary.

EHCP:

There are 31 pupils with either a final EHCP or one in progress. Requests have gone to SEN to find more suitable specialist placements for some of the more complex pupils and it is hoped that these will be secured before the new funding model comes in to operation.

Centre news:

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

Staff leavers: one TA left at the end of the autumn term to move to London.

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

Student Achievements:

Functional Skills results were shared with the board. Despite the disruption last year KR was pleased to report some good results and stated that these exams are good pre-cursor to the GCSEs. One pupil was unable to sit the exams due to medical reasons.

Re-integrations:

Two re-integrations took place during the autumn term. One was unsuccessful due to social reasons.

One other pupil was on a trial re-integration back to The Purbeck School but struggled to settle and is now back full time at TFC.

Mark Lawson

	Inventory purchases: details of purchases in HT report.
8.	<p>COVID 19 Update: Staff absence has been relatively low last term, however, staff absences have been up this term although cases were due to external reasons and not linked to TFC. KR explained that the impact is more significant in a small setting. KR praised her team for stepping up and covering all the absences.</p> <p>Seven air purifiers have been delivered as part of the government funded air quality incentive and have been distributed around the Centre. The COVID risk assessment has been adjusted to include these items and shared with parents and carers.</p> <p>KR reported that none of the pupils have been absent due to contracting the COVID 19 virus. LFT testing continues to take place twice weekly.</p>
9.	<p>Review progress of Centre Improvement Plan priorities: KR stated that individual case studies have been delayed due to pressure on the staff to cover absences and will aim to complete these during the summer term. Attendance is monitored closely and meetings are planned with the Locality Leads to do register checks and review persistent absence.</p>
10.	<p>Finance update: TFC is predicting a £3k overspend, however, due to the numbers at capacity early in the autumn term and this helps to balance the budget. KR is meeting on 07.02.22 with the LA to discuss the budget but KR felt that as in previous years there are no suggestions on how to make savings.</p> <p>KR stated that the Finance Officer monitors spending very carefully, however an additional teacher was appointed to cover one member of staff on long term sick leave. This period of absence will cease in March but KR informed the governors that there remains a static Y9 class for children with significant SEN needs and an additional teacher will be appointed to cover this class.</p> <p>KR stated that the Centre has received £33k that was owed from SEN and this covers the majority of the deficit budget around supply staff.</p>
11.	<p>CPD: Targets have been extracted from Filio to analyse the types of things we are asking staff to look at and develop further. Staff training was undertaken during the autumn term around STEPS (therapeutic approach to behaviour Management), mental health, assessment of pupil progress and how to link to pupils with SEN needs.</p> <p>SELF is related to the PSHE/RSE curriculum and all staff having training in this area to maintain consistency around the use of behaviour systems to inform on interventions and to feed into impact focus studies.</p>

12.	<p>Policies for review:</p> <p>Pay policy: KR stated that she has used the standard LA model policy and is reviewed annually by the Finance Committee. KR raised that teachers will not get an increase this year and there have been some queries from the unions around the impact on teachers' pensions. KR is still waiting for an update from HR and confirmed that it wasn't necessary to include this information in the policy.</p> <p>Behaviour Management:</p> <p>This policy has been reviewed by TFC Behaviour Mentors but with no real changes. However, this policy has to be reviewed annually by the governing board.</p> <p>Feedback/comments from both policies to be emailed via the clerk.</p>
16.	<p>Date of next meetings:</p> <p>Full board meeting Wednesday 4th May 2022</p>