

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

Minutes of the meeting

Wednesday 27 January 2021

Present:

Kim Rickford, Headteacher, The Forum Centre	<i>Staff Representative</i>
Guy Godmon, The Forum Centre	<i>Staff Representative</i>
Gary Coleman	<i>Parent Member</i>
Mark Lawson, The Purbeck School	<i>Community Member/ Chair</i>
Kitty Huthwaite, SENSS Teacher	<i>Community Member</i>
Laura Howieson, St Michael's Middle School	<i>Community Member/Vice Chair</i>
Mark Willis, Queen Elizabeth's School	<i>Community Member/Chair of T&L</i>
Phil Gavin, Christchurch LC	<i>Community Member</i>
Sue Gilani, Safeguarding Lead, The Forum Centre	<i>Guest</i>
Ryan O'Hara, KS3 Lead, The Forum Centre	<i>Guest</i>
Sandra de Montagnac (notes)	<i>Clerk to the Committee</i>

1.	<p>Apologies</p> <p>Kieren Hasler, Lytchett Minster Jo Taylor Kay James, Inclusion Officer</p> <p>Apologies were accepted by the governors</p>	<p><i>Community Member/Chair of Finance</i> <i>Community Member</i> <i>Local Authority Member</i></p>
2.	<p>Minutes of the previous meeting:</p> <p>The minutes of the previous meeting held on 18th September 2020 were reviewed and otherwise agreed as accurate and signed by the Chair.</p>	
3.	<p>Matters arising:</p> <p>Pay Policy and Admissions Policy: both policies have been circulated to the Finance and Teaching and Learning Committees for review and comment.</p>	
4.	<p>Declaration of Business Interests:</p> <p>Governors were asked to declare any new conflict of interest since the last meeting. None were declared.</p>	
5.	<p>Election of Chair and Vice Chair:</p> <p>At the full board meeting in September, ML put himself forward for the role of chair following LB's resignation. This left a vacancy for vice chair and LH has agreed to step up to this position on the board. No objections or nominations were received and a vote took place at the meeting. The vote was unanimous in favour of both members stepping up to these positions on the board.</p>	
6.	<p>Update from Finance and Teaching and Learning Committees:</p> <ul style="list-style-type: none"> • The Centre is forecasting a deficit balance at the end of the financial year. SEN still owe approximately £60k. The Finance Officer is working with the DC Accountant to recover these funds and to reduce the deficit to £24k at the end of the year. There are currently 	

Agreed and signed by chair: Mark Lawson



Date: 15.02.21

	<p>22 SEN placements on TFC roll and secured funding for 16 places only. KR is in discussion with SEN regarding top-up funding for the additional 6 places. This should bring the deficit below £20k by the end of the financial year. KR stated that a meeting is to take place with Mark Blackman to discuss what the funding will look like in April. KR stated that she will have a clearer picture of where the budget is by the next Finance meeting in February.</p> <ul style="list-style-type: none"> The Chair of the T&L Committee updated the board with a summary from the T&L Committee last November in respect of staffing, attendance, curriculum and assessment. Details are available to all governors in the T&L/Safeguarding minutes.
7.	<p>Presentation of HT report:</p> <p>Pupils on roll: There were 61 students on roll at the beginning of the spring term and four additional referrals brings the total to 65 currently. One pupil is moving out of area therefore the total will go down to 64.</p> <p>There are 22 SEMH placements in 16 funded places. KR stated that she is working with SEN to manage the number of new referrals coming through. KR has met with one of the Locality Leads about potential movement back to mainstream school and this will create more spaces for future referrals.</p> <p>Attendance: Following this weekend's announcement regarding COVID 19, a number of parents are anxious about their children coming in to the Centre and this has affected attendance figures. KR stated that there are two members of staff that have tested positive (both community related transmission) and, naturally, this has created some anxiety amongst staff and students and a number of parents have decided to keep their children at home. KR informed the meeting that there haven't been any transmitted cases in the Centre.</p> <p>LAC attendance: one pupil did not attend for the whole of the autumn term because they had moved out of area. Confirmation of a new placement has only recently come through from Social Care and the said pupil has not been taken off roll. All other pupils are monitored weekly.</p> <p>Exclusions: some pupils struggled returning to the Centre following lockdown and this resulted in a number of exclusions, although figures are consistent with previous data. Significant work has taken place to support these pupils.</p> <p>LAC Progress and Academic data: KR conveyed information about the individual cases to the governors; data and full details are included in the Headteacher Report. One pupil is not able to access his provision at the Centre due to significant needs and is accessing offsite provision and 1:1 mentoring instead.</p> <p>EHCP: currently 26 pupils with a final EHCP or one in progress. KR stated that there are three new EHCP requests to generate this term. One governor queried who will initiate the paperwork in the absence of the SENDCo? KR stated that this will be undertaken by the Phase Leader in conjunction with herself and one of her admin staff.</p> <p>Centre news:</p>

KR talked through the Centre news and this information is included in individual governors' packs. KR stated that the new Senior Finance Officer who started in September has settled in well, has completed all the finance training and has demonstrated that she is competent in her role.

Staff leavers: one TA left at the end of the October half term and the Deputy Headteacher left at the end of December. An agency TA is currently in situ to cover this vacancy. JR has stepped up to Acting Deputy Headteacher for the remainder of this year.

Staff training: Details of all staff training was included in governor packs. 12 members of staff undertook MAYBO training, (Physical Intervention and Restraint), considered essential after some very difficult behaviour from a number of pupils on their return to the Centre after lockdown.

Lateral Flow training: a number of staff have stepped up to do the training and the testing programme is underway and set up in the science lab.

Remote Learning: ROH updated the governors on the progress of the online learning platform Calibrae. The system was rolled out to staff during the autumn term and a period of time was set aside for staff and pupils to become familiar with the system. Following the government publishing their 'Framework for Reviewing Online Provision', ROH has undertaken his own audit of the remote learning and provision offered, covering the following areas; leadership, context and pupil engagement, curriculum planning and delivery, capacity and capability, communication, safeguarding and wellbeing. ROH graded TFC at a 4 and established from the government pro-forma that the practices and systems are in place. There were some initial technical issues at the start which have now been resolved. Attendance is monitored and ROH liaises regularly with staff and students on any problems that arise. Staff are pleased with the quality of work produced by the students and some have responded well and have flourished with this type of learning. ROH was pleased to report that he was confident and comfortable with the system so far.

Mock results: the results this year are showing significant gaps. The Phase Leader has included a separate explanatory table to explain why. Meetings are taking place around how to continue collecting information on pupils and, in particular, several new Y11 referrals; making it difficult to predict their GCSE grades. All Y11 pupils sat their Functional Skills Lev 1 English and maths at the beginning of January, providing much needed evidence, and the Centre is aiming for students to sit their Functional Skills Level 2 in June. Governors recognised the difficulties that the current Y11s are experiencing after such a turbulent 12 months. KR was pleased to report that most of the Y11 pupils are attending the Centre and there has been additional focus on post 16 options while the Centre is quieter.

One governor asked how staff are coping with grading children they don't know? One governor suggested that the 3 LCs meet to discuss standardisation work around English and maths. KR welcomed this suggestion and will organise a meeting to discuss. KR will approach the mainstream schools for support with assessments for late Y11 referrals. Some pupils, in particular pupils moving towards their exams, haven't had any education for the majority of the year and are finding it challenging to move forward.

	<p>Actions:</p> <ol style="list-style-type: none"> 1. KR to approach mainstream schools for support 2. Arrange a meeting with other LCs to discuss standardisation <p>One governor recognised that this is a common concern in all schools across the county.</p> <p>Re-integrations: Information was shared to governors through the Headteachers report. Three pupils were reintegrated to other provision.</p> <p>Inventory purchases: Details of inventory purchases were included in governor packs. Three gaming computers were purchased during the autumn term in addition to the three that were purchased in the summer term.</p>
8.	<p>COVID Update including Risk Assessments:</p> <p>KR presented the three risk assessments; the Centre RA, Lateral Flow Testing and Lateral Flow Quality Assurance. has been updated to include the current situation around testing.</p> <p>KR reported that the lateral flow testing is taking place in the science lab and has been a success so far. She expressed her thanks to her staff for stepping up to do the training so they can carry out the tests safely. All the pupils are cooperating well. Permission has been given for the staff to test at home and this has eased the pressure in the Centre. KR carries out quality checks each week.</p> <p>Governors will review all three risk assessments and feed back to the clerk.</p>
9.	<p>Review progress of Centre Improvement Plan:</p> <p>KR presented the priorities used to set targets for the staff, taking in to account the difficult year and going forward. KR stated that the primary focus was to keep staff and pupils safe and look after their wellbeing. She confirmed that the planning is in place for when the Centre returns to normal. Work Related Learning is embedded into the planning across all subject areas and mind maps have been created for pupils so they know what their expectations are. Medium Term Plans have been rewritten to reflect the new assessment policy using Schoolpod and RSE is currently carried out weekly, through SELF.</p> <p>Governors will review the CIP in more detail and feed back to the clerk if necessary.</p>
10.	<p>Policies for review:</p> <p>Pay Policy: the LA standard policy has been adapted for TFC.</p> <p>Remote Learning: a new policy for the new 'Online Learning' platform.</p> <p>Behaviour: updated following the MAYBO training in December. The additional appendix includes information on 'Restrictive Physical Intervention'.</p> <p>Governors were invited to review all three policies and feed back to the clerk.</p>

11.	<p>Any other business: None to report</p> <p>Wellbeing link governor: KR explained that one staff member will be representing all staff interests at the Phase Leader meeting, when decisions are made regarding T&L and curriculum. A governor representative was requested and a volunteer identified. They will liaise with the Wellbeing staff member, every half term to discuss any issues and feed back to the board.</p> <p>Training: the clerk reminded governors to visit the NGA website and explore their 'Learning Platform' where they can access any training that is required for them to carry out their governor role. The clerk has sent a revised 'Skills audit' to all governors to complete so any gaps in training can be identified. The clerk also reminded governors to complete the 'Safeguarding' training if they haven't done so already.</p>
12.	<p>Date of next meetings:</p> <p>Finance Sub-Committee Meeting Wednesday, 10 February 2021</p> <p>Teaching and Learning/Safeguarding Sub-Committee Meeting Wednesday, 10 March 2021</p> <p>Full Board Meeting Wednesday, 28 April 2021</p>