

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

Minutes of the meeting

Wednesday 28 April 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/SEN</i>
Laura Howieson, Wimborne Academy Trust	<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/H&S</i>
Jo Taylor, Ferndown Upper School	<i>Community Member</i>
Sue Gilani, The Forum Centre	<i>Guest</i>
Sandra de Montagnac	<i>Guest</i>
Jess Guppy (notes)	<i>Clerk to the Committee</i>

1.	<p>Apologies</p> <p>Kieren Hasler, Lytchett Minster <i>Community Member/Chair of Finance</i> Claire Ratcliffe, Corfe Hills School <i>Community Member</i> Kay James, Inclusion Officer <i>Local Authority Member</i></p> <p>Apologies were accepted by the governors</p>
2.	<p>Minutes of the previous meeting:</p> <p>The minutes of the previous meeting held on 27th January 2021 were reviewed. It was noted that Laura Howieson was no longer at St Michael's Middle School but was now with Wimborne Academy Trust and it was agreed that this would be amended. Otherwise, the minutes were agreed as accurate and signed by the Chair.</p> <p>ACTION</p>
3.	<p>Matters arising:</p> <p>Present members of the Management Committee introduced themselves to Jess Guppy, the new Clerk to the Committee.</p>
5.	<p>Action Log:</p> <p>1.KR thanked mainstream schools for their assistance with assessment materials and confirmed that The Centre was almost there with the centre assessed grades. There will be moderation taking place in the week commencing 24th May where Learning Centre teachers will link up and work together.</p> <p>2. This has been dealt with as above.</p>
6.	<p>Any Other Business:</p> <p>JR has been acting as Deputy Head and this will be a substantive post.</p>

Agreed and signed by chair: Mark Lawson



Date: 23.06.21

	<p>The need for a Careers Governor was identified.</p> <p>SdeM advised that the Committee meeting dates for 2021/22 would be circulated shortly.</p> <p>ACTION</p>
7.	<p>Presentation of HT report:</p> <p>Pupils on roll:</p> <p>There were 64 students on roll at the beginning of the summer term. The Centre has been mostly full or over capacity, with 67 attending at one point. There was a good take up through lockdown with The Centre having been open throughout.</p> <p>There are 20 SEMH placements in 16 funded places. Referrals in the Medical and SEMH categories are up and there are a high number of permanent exclusions.</p> <p>Attendance:</p> <p>Attendance has been around normal and on a par with other Learning Centres in Dorset. At point of referral average attendance is around 47% rising to 77.44%. If a couple of school refusers are omitted from the figures, attendance rises to 91.63% which is good.</p> <p>LAC attendance:</p> <p>Attendance figures of Child A and Child D are bringing down the figures overall. One belongs to another authority and has to be kept on roll until enrolled elsewhere. The other is living out of area.</p> <p>Additional data:</p> <p>Overall the number of children with vulnerabilities on roll are in line with expectations.</p> <p>There is a high number of children with an EHCP, currently 36 in place with 4 of those in progress. This is partially due to a number of vacancies occurring over lockdown which were used by SEN to place children. Although this helped financially it is a lot to manage.</p> <p>There will be 25 Year 11 children leaving this year which will free up a lot of space and 2 military children will be moving out of area. KR stated that she hoped they could get the number of pupils with EHCP down to 25 for September 2021.</p> <p>One Governor queried whether The Centre was asked to provide remote learning for the out of area children during lockdown. KR confirmed that they provided a laptop and full access to remote learning although due to the event which caused the child to move out of area, they were not in an ideal situation to access learning in any case.</p> <p>One Governor asked what number of EHCP pupils would tip The Centre into specialist rather than alternative provision? KR advised that it was around 33. The Centre currently has 32 in place with another 4 in progress which is not sustainable.</p> <p>One Governor asked how The Centre was coping with having to do annual reviews for all EHCP pupils? KR said that it had been tough going and that there were 6 reviews currently outstanding. The reviews have been done online which has proved quicker.</p>

	<p>Exclusions: They have been low for The Centre with only one exclusion. There was no other option in this situation.</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.</p> <p>EHCP: Currently 36 pupils with a final EHCP or one in progress.</p> <p>Centre news: KR talked through the Centre news and this information is included in individual governors' packs. There have been no new starters or leavers.</p> <p>Staff training: Details of all staff training was included in governor packs. A number of staff have done KCA Emotion Coaching and everyone has completed PREVENT and Invigilation training.</p> <p>Student Achievements: There have been good results on the whole, although there were a few absences when the Functional Skills exams were sat in the first week of January. Functional Skills in Maths and English will be running again the first week back after half term.</p> <p>Re-integrations: Information was shared to governors through the Headteachers report. Two pupils were reintegrated to other provision.</p> <p>Inventory purchases: Details of inventory purchases were included in governor packs. 16 webcams were purchased for staff and an iPad was purchased to enable barcode scanning of lateral flow test results.</p>
8.	<p>Review progress of Centre Improvement Plan: There has been good progress and many of the goals have now been reached. It is only the impact focused case studies which will need to be carried forward to the next academic year.</p> <p>Remarking on key successes KR confirmed that the appointment of the new Finance Officer had been a very good appointment and that all staff had now had their midterm reviews. RSE/RE is going well and is embedded throughout the school. The Governors ask challenging questions and a couple have visited the Centre. Work Related Learning has been set up and students are being directed to online career events. The Centre is working towards becoming a paperless office and are fully using Schoolpod and Behaviour Watch. The Welfare Support Team are on board and are having half termly meetings. Online learning has been successful overall and The Centre is continuing to use Calibrae.</p>
9.	<p>Finance update: The last report to Governors predicted a deficit of £20,000 for this financial year. As a lot of SEN pupils were taken on and vacancies were quickly filled, The Centre is actually ending the year with a small surplus. Taking into account last year's small deficit, there is an overall deficit of £406 for 2020/21.</p>

	<p>With regards to the new financial year 2021/22, it is now predicted there will be a deficit of £47,000 rather than the £60,000 reported in the governor's pack. This is an unavoidable deficit as there no further cuts that can be made other than to staffing, and there is no capacity to cut staff. This has been raised with the LA and it is hoped they will agree to meet infrastructure costs. Currently the available budget for resources will be in the region of £43,000. KR hopes to report to governors in the next Finance meeting with progress from the LA. Other Learning Centres are also reporting a deficit and cannot balance their budgets for 2021/22.</p> <p>One Governor asked what the County response was? KR stated that she had been advised to put a paper in the July Schools Forum saying that The Centre should be treated like a specialist school and not a mainstream provision so that infrastructure costs can be guaranteed. KR confirmed that she would be meeting with Margaret Judd.</p> <p>One governor queried whether plans for dual registration will affect the position? KR advised that dual registration is easier to manage and doesn't cost the same. The average cost of a Learning Centre place is £22,000 but this is misleading. A SEN place will cost more like £25,000 plus, whereas alternative provision would be more like £16,000. Averaging out the costs makes dual registration seem expensive.</p> <p>One governor asked for clarification that they still talking about the same issue that had been ongoing for some years. KR confirmed this was correct and that John Twig was behind dual registration coming back. The suggested level for school to buy a place at a Learning Centre is £39 per day, not £95 as it was in September 2020. KR stated that she hoped they wouldn't keep adding to the costs, if it goes up to £65 per day schools won't go for it.</p>
10.	<p>Policies for review:</p> <p>Careers Policy: This has now been written and was distributed with the governor's pack.</p> <p>SG attended this part of the meeting to confirm that The Centre now has no Ansbury advisor and she is working alone. There is an allocated worker but they have not visited yet. There is a live tracking sheet for Year 11 pupils to track interviews etc and this is being developed for all pupils in Year 7 and above. A careers program is being finalised for the website and The Centre is registered with Sparks which is providing live talks etc which count as employer engagement. She is mindful of Gatsby benchmarking and applying it to action within the school. County are monitoring NEETS.</p> <p>Governors were invited to review the policy and feedback to the clerk.</p>
11.	<p>Feedback from Teaching and Learning Sub-Committee:</p> <p>The last meeting was held on 10th March 2021 and there was feedback from the KS leaders. KS2 were having work delivered through Calibrae. KS3 were focusing on emotions, particularly Year 7 and 8. KS4 had their mock exams before Christmas and had met or exceeded targets.</p>

	<p>The curriculum will be reviewed in September 2021 and Science, Geography and History will be added to main curriculum which will help students to transition back into mainstream provision. Governors fed back on Learning walks, and Safeguarding and PREVENT training were discussed.</p>
12.	<p>Date of next meetings:</p> <p>Finance Sub-Committee Meeting <i>Wednesday 26th May, 2.30pm on Teams</i></p> <p>Teaching and Learning/Safeguarding Sub-Committee Meeting <i>Wednesday 23rd June 2021, 2.30pm on Teams</i></p> <p>Full Board Meeting <i>Wednesday 29th September 2021, 2.30pm on Teams</i></p>