

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

Minutes of the meeting

Wednesday 29 September 2021

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.	<p>Apologies Phil Gavin, Christchurch LC Kay James, Inclusion Officer</p> <p>Apologies were accepted by the governors</p>	<p><i>Community Member/H&S</i> <i>Local Authority Member</i></p>
2.	<p>Minutes of the previous meeting: The minutes of the previous meeting held on 28th April 2021 were agreed as accurate and signed by the Chair.</p>	
3.	<p>Matters arising: Resignation of Claire Ratcliffe and Kay James – both have tendered their resignations from the board. ML and KR will meet to discuss the role of the LA governor. TFC will approach TBS and SNH regarding community roles.</p>	
5.	<p>Action Log: Meeting dates for 2021/2022 were emailed out to governors last April for comment.</p>	
6.	<p>Any Other Business: Governors were emailed out the following documents for review over the coming weeks:</p> <ul style="list-style-type: none"> • Instrument of Government: governors were satisfied with the current constitution of the board. • Standing Orders: shared with governors for review and comment. • Register of Business Interest: governors were requested to declare any conflicts of interest effecting their role as a governor, non-declared. • Data Information: governors will update the clerk with any data amendments. 	

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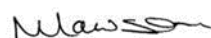
	<ul style="list-style-type: none"> • Skills Audit: data will be collected and updated on the skills matrix to identify gaps in training. <p>The clerk will send a follow up email to include the governors not in attendance today. ACTION</p>
7.	<p>Presentation of HT report:</p> <p>Pupils on roll: There were 52 students on roll at the beginning of the Autumn term. There was one managed move to Ringwood School and a transfer to the Purbeck School, agreed during the summer term., due to commence in the autumn term.</p> <p>In terms of occupied spaces there are currently 20 from the east, 17 from the north, 13 from Purbeck, 2 from West Dorset 3 from Chesil.</p> <p>Four Y11 pupils are currently not attending the Centre for any of their provision, KR felt that the mainstream schools may be approached to discuss re-integration and/or a different provision. This could potentially free up some spaces for future referrals during November and December.</p> <p>One governor queried why there is a disparity of referrals between the two LCs in the North? KR felt that it is because the LC in Sherborne doesn't take primary or SEMH children so admission routes are different for each setting.</p> <p>Attendance: The overall attendance during the summer term was low at 66% due to persistent absence; 6 pupils are not attending the Centre. Current attendance has been affected by pupil and staff illness.</p> <p>The shared data indicates that at the point of referral attendance is around 46% rising to 82% when the PA is removed from the calculation.</p> <p>LAC attendance: stands at 83.4% based on nine LAC pupils on roll during the summer term.</p> <p>LAC Progress and Academic data: KR talked about the individual cases to the governors; data and full details are included in the Headteacher Report. Plans are in place for one child to return to mainstream school and one will be changing provision due to a serious incident during the summer term.</p> <p>One governor queried what the plans are for child A who isn't attending the Centre and what provision is currently in place for them? KR explained child A has moved out of area and is waiting for a decision regarding a new placement; educational provision is being delivered within his care home setting.</p> <p>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.</p>

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	<p>One governor queried if some of the pupils with EHCPs should be in different provision and how can they support the Centre? KR stated that we have 27 pupils with EHCPs and explained that two pupils should be in specialist provision and are educated on a 1:1 basis, essentially blocking 6/8 places.</p> <p>One governor queried if this is because there isn't any space in the SEND support schools? KR confirmed that this is the case but is working with the SEN team to find suitable alternative provision.</p> <p>Exclusions: there were 17 incidents during the summer term with a total of 36 days lost. There were two physical assaults on staff and these pupils are no longer on roll. KR explained that if the behaviour becomes dangerous it becomes necessary to exclude a pupil for a fixed period.</p> <p>EHCP: There were 30 children with either a final EHCP or one in progress. KR stated the SENCo is monitoring the referrals that are coming in and assessing their suitability at TFC. The number of EHCPs is carefully monitored to avoid triggering a change of status.</p> <p>Centre news: KR talked through the Centre news and this information is included in individual governors' packs.</p> <p>Staff leavers: One teacher and one TA left at the end of the summer term. The teacher retired and was on a 0.2 contract and therefore it wasn't necessary to appoint a new teacher.</p> <p>Staff training: Details of all staff training was included in governor packs. Two additional staff members are completing their 'Safeguarding' training to support the SLT.</p> <p>Student Achievements: GCSE exam results: KR talked about the results this year. 22 pupils were entered at varying levels and 86% achieved one GCSE with some very pleasing results in English and maths. Teacher assessments were accurate and there were no queries from the examination boards.</p> <p>Re-integrations: Information was shared to governors through the Headteachers report. Eight pupils were either re-integrated back in to mainstream school, had a managed move and one pupil transferred through the normal school age transition route after a short period at the Centre to support his transition and avoid a PEX in the future.</p> <p>Inventory purchases: due to irreparable damage to the display cabinets around the Centre it was necessary to purchase sturdier notice board covers at a cost of £719.</p>
8.	<p>Review progress of Centre Improvement Plan priorities: KR has carried over any targets not completed last year due to long term staff absence or covid related issues; these are coloured in gold/yellow. The focus this year is on whole school targets around intervention and how we measure impact. Curriculum intent; what we teach and why we teach it is another key area. KR has</p>

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	requested the Subject Leads to look at what they are actually asking to be delivered and why, to try and increase pupil engagement.
9.	<p>Finance update: A brief statement from the summer term was included in governor packs. The Finance Officer continues to chase funds that the LA still owe for a former SEN pupil.</p> <p>KR stated that although there was an in year surplus of £15k there was still a small deficit at the end of the financial year. KR stated that the new proposed funding model is workable if TFC is at 80% capacity. Numbers were down during the summer term but the Centre is nearly back at capacity with numbers rising.</p> <p>Two pupils are currently having 1:1 support through an IPA (Individual Payment Agreement). KR stated that there is some doubt as to whether IPAs will be endorsed in the future and this raises concerns around future SEN referrals that require additional support packages.</p> <p>One governor queried are we expecting to hear from Margaret Judd? The LA has produced a new funding policy and circulated to all Dorset schools for consultation. The policy proposes an uplift from £17/18k to £23k per pupil regardless of the category of referral. KR felt that due to the complexity of a number of the SEN pupils that are placed at the Centre, provision costs are significantly higher and currently there is nothing built in to provide essential additional funding in these cases. KR stated that the policy as it stands is not subject to change once it has been finalised but felt that the future funding model should be reviewed annually in order for it to work successfully.</p> <p>KR has responded to the paper and the clerk shared with it the governors on 20.09.21. The policy will be presented to the Schools Forum for further consultation.</p>
10.	<p>Policies for review:</p> <p>Admissions Policy: all three Learning Centres have contributed to the final draft and this has been circulated to governors for review and comment. The policy still needs some additional work before it is finalised and KR requested that the governors read through and feedback before next Tuesday when she meets again with John Twigg.</p> <p>One governor queried if there will be anything written in to the policy around persistent absence? KR stated that this has been written in to the policy and will be reviewed again by John Twigg. KR felt that DR places should be protected and persistent absence should be limited to no more than six weeks.</p> <p>One governor queried if TFC was to join a trust would our admissions criteria change and have more autonomy over who is admitted and the decision around the cost of a</p>



	<p>place? KR stated that in terms of finance the funding is outlined in the new document that is being presented to Schools Forum so wouldn't make any difference and felt that she would need to apply a more robust referral process to ensure suitable placements in the future.</p>
11.	<p>Curriculum statement:</p> <p>The focus this year is on 'Relational Practise' and a building a good foundation to enable pupils to engage with learning. TFC offers a good core curriculum, including two sciences, to give pupils the best opportunity to move back to mainstream school. Staff are able to answer questions about what they are delivering based on the decisions they have made.</p> <p>TFC encourage pupils to go out for work experience supported by a TA but this isn't always possible for many of the pupils at the Centre. Arts Award has been very successful; it allows pupils to focus on more vocational activities in their safe setting. E-Sports and BTEC qualifications have also been successful as they have a more vocational element to them.</p>
12.	<p>Date of next meetings:</p> <ul style="list-style-type: none"> • Finance Sub-Committee – 26 November 2021 • T&L/Safeguarding Sub-Committee – 24 November 2021 • Full Management Committee – 26 January 2022

