

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

Minutes of the meeting held on

Wednesday 30th January 2019

Present:

Kim Rickford, Headteacher, The Forum Centre	<i>Staff Representative</i>
Guy Godmon, The Forum Centre	<i>Staff Representative</i>
Kay James, Attendance Officer	<i>Local Authority Member</i>
Liz Bishopp, The Blandford School	<i>Chair/Community Member</i>
Mark Willis, Queen Elizabeth School	<i>Community Member</i>
Mark Lawson, The Purbeck School	<i>Vice chair/Community Member</i>
Claire Ratcliffe, Corfe Hills	<i>Community Member</i>
Richard Redwood, Ferndown Upper School	<i>Community Member</i>
Sarah Clayton, Finance Officer, TFC	<i>Guest</i>
Laura Howieson, St Michael's Middle School	<i>Community Member</i>
Kitty Huthwaite, SENNS Teacher	<i>Associate Member</i>
Sandra de Montagnac (notes)	<i>Clerk to the Committee</i>

	Apologies	Action
1.	<p>Phil Gavin, Christchurch LC <i>Community Member</i> Shaun Steger-Lewis, Parent <i>Parent 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>Minutes of the previous meeting</p> <p>The minutes, including a confidential minute, of the previous meeting held on 19th September 2018 were reviewed and checked page by page. Otherwise agreed as accurate and signed by the Chair. All copies of the confidential minute will be destroyed and the original was signed by the chair and stored separately, in a secure cabinet, away from the main minutes.</p>	
3.	<p>Matters arising:</p> <p>Vote in new member: following the full meeting in September, Laura Howieson agreed to join the Management Committee subject to the board's approval and no other nominations. Laura was asked to leave the room; a vote took place and was unanimous in support of Laura. The chair welcomed Laura to the governing board.</p> <p>Shaun Steger-Lewis was elected as the Parent Governor following a 'Parent Election' during the summer term.</p>	
4.	<p>AOB:</p> <p>Linked governors for specific areas: there are vacancies for link governors in the following areas:</p> <ul style="list-style-type: none"> • Health and Safety • Curriculum • Pupil Premium <p>The following governors put themselves forward to take on these responsibilities:</p>	

Agreed and signed by chair:

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Laura Howieson- curriculum

Phil Gavin – Health and Safety. Phil was not present today but has agreed to this previously. He will attend training on March 7th 2019.

Guy Godmon – Pupil Premium. He will attend training on February 11th 2019.

All members will have the appropriate skills to monitor these areas of responsibility.

Terms of Reference for the Teaching and Learning and Finance Committees:

emailed out to all governors prior to the meeting for review and approval. All governors approved both and these will be reviewed again in the autumn term.

Discipline Committee: KR stated that it was necessary to form a discipline and appeals committee to deal with any possible permanent exclusions. The following members put themselves forward for this committee and will attend training next week:

- Mark Lawson
- Mark Willis
- Laura Howieson

All members were encouraged to attend 'Exclusion for Governors' training at some point, as it would be necessary to call upon other members in the event that one or more of the D&A committee were not available for future appeals.

Pay Policy: KR and GG left the meeting at this point due to conflict of interest.

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.

School status: discussions took place regarding the amendment of the current school status record. The chair proposed that the Pay Policy be reviewed again in September 2019 with the view to amend it to reflect a Group 3 School. The chair was happy to formalise this proposal and requested a seconder.

The leadership pay scales will be reviewed during the summer term.

An advert for a new Deputy Headteacher will go out at the end of the spring term.

Acadatisation: Discussions took place around the advantages and disadvantages of either joining or becoming a MAT. The LA is keen for the Learning Centres to become part of a MAT with Delta being the favoured MAT. Options discussed were:

1. All the LCs join to form a MAT
2. Join an established MAT
3. Explore options to join a mainstream MAT
4. TFC form a MAT and place Satellite Centres in schools
5. TFC to remain as an independent school

One governor stated that as long as TFC maintain their current standards and finances there is no pressure to join a MAT.

The governors felt there were matters to be considered such as:

- The risks of inheriting the financial situation of another school or LC.
- Finding a suitable model to join.
- Future funding from the LA

One governor felt that unless TFC lead a new MAT there is a risk of losing the ability to be fair and objective regarding admissions. One governor felt that it would be wise to have a plan B in case the LA changes the funding mechanism.

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	<p>One governor felt it might be sensible to vote again on changes to the school status as there could be a risk that this will not come about if TFC joins a MAT and has to adhere to the trust's teachers' pay conditions.</p> <p>Governors felt that TFC was financially secure at the moment but recognised that the LA have not agreed funding for numbers exceeding 56 places.</p> <p>One governor stated that mainstream schools are looking in to their own specialist bases within their schools.</p> <p>The chair put to the board if there was any benefit in exploring a change of status? One governor felt that only for financial reasons if the LA decides to commission places at a reduced level, but otherwise not at this stage. The general opinion of the board was to be ready for future change if the need arises but felt that the decision would need careful consideration without pressure to do so.</p>	
5.	<p>Presentation of HT report:</p> <p>Numbers on roll: at the beginning of the spring term there were 56 pupils on roll, this has risen to 62 with 2 places pending and could rise to 70 very quickly. Six of these places are for schools on packages and there is room for more.</p> <p>Attendance: Whole school attendance is stands at 77.05% but if the medical and refuses are removed from the calculation the attendance figure rises to 88.7%. Attendance is poor in certain KS3 and KS4 groups with one Y9 LAC pupil from Poole who has extremely low attendance and has a lot of support from other agencies. KR stated that penalty warning notices have been issued to the children and families in question and regular attendance panels.</p> <p>Exclusions: One governor queried what is in place to reduce the need to exclude? KR stated that a change of package is put in place, such as 1:1 or home tuition. KR has requested funding for additional support but this has not been received yet. Strategies are in place for repeat offenders. One governor queried how the drugs related exclusion was handled? KR explained that she had confiscated drug paraphernalia following a lunch time monitoring session beyond the school parameters. The Police were called in, parents informed, one pupil was excluded and the other had an internal exclusion for several days. PSHE sessions are in place to inform and advise.</p> <p>LAC Attendance and Academic progress: The LAC attendance is consistently high and stands at an average of 94%. KR shared information regarding the LAC academic progress with the Committee and this information was included in individual members' packs.</p> <p>EHCP Info: A summary of the pupils with EHCPs, final or in progress is included in the governor packs. There are currently 26 pupils with either a final plan or one in progress.</p> <p>Staffing structure: KR stated that there is not sufficient TAs to support the number of additional pupils and TFC is employing agency TAs to cover.</p>	

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New Data:

KR reported that the figures were consistent with previous years.

Centre news:

KR talked through the Centre news and this information is included in individual governors' packs. The information included staff and student training, students' achievements, re-integrations, inventory losses and purchases.

Re-integrations:

Three students were re-integrated during the autumn term, details in individual governor packs.

KJ requested to leave the meeting 3:50 due to a previous appointment.

LAC Progress and Academic data:

KR talked about the individual LAC pupils' progress and status, this information is included in the governor packs. KR shared information with the governors on individual cases.

News from the Centre:**New appointments:**

A new English teacher was appointed during the summer term and started on 3rd September 2018.

Staff leavers:

The Science teacher resigned at the end of the autumn term and a following a successful interview, a new Science teacher was appointed from January 2019.

Staff training: Details of staff individual and group training was included in the governors packs.

Building work update: the Finance Officer stated that planning permission has been received for the new build but it has not been possible to get a quote for Project Management. Paul Scothern has agreed to commission the working drawings and apply for building regulations. It may be possible to commission someone other than the LA to do the risk assessments. Due to the delays the work may not start in July as anticipated. The governors would like it recorded that this situation is incredibly frustrating that the LA are not cooperating so that the building work can commence this term and as a result it is getting increasingly difficult to manage the behaviour in the Centre without the additional space.

Inventory losses: one television was damaged by a primary pupil who is no longer educated in the Centre.

6.	<p>Finance Update:</p> <p>The Finance Officer reported to the Finance Committee in November and shared the information to update the full board of governors. The November outturn stood at 80k deficit with the assumption that the owed funds would be paid. Members of the LA were invited to attend the Finance Committee meeting in November to address the funding issues. Subsequently, some of the owed funds have been received although there are still some anomalies to resolve regarding 35k owed for a LAC student last year.</p> <p>One governor queried why this 35k is still a problem for the Centre and that the LA has an obligation to pay the debt? KR stated that the triggers for additional funding of 18k per pupil, as agreed at the Finance meeting, has happened as TFC now have 62 pupils on roll. Concerns were aired as to how the LA is going to pay. The information requested by the LA on when TFC went over number has been issued and there has been a verbal commitment to pay but no confirmed date of payment. SEMH money has not yet been paid. One governor suggested TFC request funds in advance. Sylvie Lord has emailed to say that all owed funds will be paid by the end of the financial year. KR stated that her concern is that she has taken on the 57th child without any commitment for the additional funding.</p> <p>The Finance Officer stated that although the budget appears to balance, in reality there may be a large underspend. One governor felt this will enable funding for building works, staffing levels and TLRs.</p>	
7.	<p>CIP:</p> <p>KR presented the governing board with an update to the priorities for the Centre Improvement Plan. A copy of this was included in the governors' pack.</p> <p>Kerry Smith visited the Centre to carry out a SENSS assessment. Lisa Linscott also visited to gain an overview of the Centre and its work. KR stated that 3 members of staff now have extra responsibility for the key stages. This will increase quality control and marking standards. Two members of staff have been promoted to Behaviour Learning Mentors to support behaviour around the Centre, although their work with the students is difficult to manage without the extra breakout rooms as space is very limited.</p>	
8.	<p>Curriculum Provision maps: KR stated that these have been updated and will be published on TFC website by next week. KR stated that the 'Accessibility Plan' has been updated and will also be published on the website.</p>	
9.	<p>KR invited governors to visit the Centre to undertake a lesson observation or learning walk. The clerk will email out an invitation to all governors.</p>	

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10.	Date of next meetings: Spring Term: Finance Sub-Committee Meeting Wednesday, 27 th February 2019, 2.30pm at FUS Teaching and Learning/ Safeguarding Sub-Committee Meeting Wednesday 20 th March 2019 2018, 2.30pm at TFC	
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