

## Minutes of Governor's Meeting

Date: 27<sup>th</sup> November 2014

Present: Annie Benton - Chair  
 Gail Everson - Vice Chair  
 Colin House – Headteacher  
 Nicky Cook  
 Jo Maxwell Heron  
 Brian Minshall

Copies to: Clerk to Governors

Cheryl Abdi - Business and Finance Director  
 Sue Corry - Child Protection Officer  
 Claire Daniel – Clerk to Governors

Apologies: None

Presentations: Code of Practice – Karen Ollive

### Discussion from Agenda Item

#### Items 1 & 2 Opening/Apologies/Welcome, Approval of Previous Minutes

<b>Summary Of Discussion</b>		
AB opened meeting at 3.30pm, welcomed all those present.		
<b>Conclusions</b>		
Minutes of previous meeting were approved.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

#### Item 3 SEN Code of Practice

<b>Summary Of Discussion</b>	
<p>KO presented the SEN Code of Practice to the Governing Body. Changes have been implemented to provide a less confrontational system with getting a child diagnosed.</p> <p>KO advised the GB that it is a statutory requirement to provide a local offer accessible to all providing information about the provision. These are produced in conjunction with parents and children. Space has been provided for parent feedback to be published on the site.</p> <p>A child/young person with an EHCP will be entitled to a personal budget.</p> <p>Learning Disability Assessments and Health Care Plans have been replaced by EHCP's for 0-</p>	

25 years. Local Authorities have up to 3 years to transfer, however, if a child has a statement it does not necessarily mean they will automatically receive an EHCP.

Outcomes at the end of each key stage should be based on – achievement & attainment, independence, friends, relationships & community, health & wellbeing.

EHCP can stop if a child/young person have met all aspirational outcomes, if they move to a different local authority (may have to go through another review process), if educational needs change, if over 16 and in paid employment, if enters higher education or if the child/young person makes the decision to leave education.

KO presented the current LA timescales, Y11, Y6 & Y2 to change this year.

Children going through the EHCP process will have the right to an independent supporter, Dove House has Rose Road. If County decide an EHCP is not required parents can go to first-tier tribunal, support is available and it is a graduated approach following the same process as Annual Reviews.

The four new areas of SEN are;

- Physical/Sensory
- Speech, Language, Communication, ASD
- Cognition and Learning
- Social, Emotional, Mental Health

These key changes are to allow for successful transition to adult life.

**Conclusions**

Action Items	Person Responsible	Deadline
CD to forward a copy of KO's presentation to Governors	CD	With Minutes
Forward LA timescales to Governors	CD/KO	Completed

**Item 4 Matters Arising from Last Minutes**

Summary Of Discussion		
Actions from the last minutes were reviewed.		
Conclusions		
Pupil Premium table has been uploaded onto the website as an attachment, we are currently waiting on assistance with uploading the table as a full page view.		
Attendance and Bullying Figures to be discussed during Item 11 below.		
All other items are completed.		
Action Items	Person Responsible	Deadline

**Item 5 Pecuniary Interests**

Summary Of Discussion		
One Register of Pecuniary Interest remained outstanding from the previous meeting.		
Conclusions		
All registers collected and fully up to date.		
Action Items	Person Responsible	Deadline
Register of Pecuniary Interest	GE/CD	Completed

**Item 6 Governor Visits**

Summary Of Discussion		
A summary of the Governor visits since the last meeting on 2 <sup>nd</sup> October 2014 was provided.		
Conclusions		
<p>JMH – Apologies sent to November Health and Safety Committee meeting.          BM – Twilight SEN &amp; Finance/Audit Committee meetings.          GE – Certification Evening and apologies sent to the Nov Pay Committee meeting.          AB – Certification Evening, Pay Committee, various meetings with CH.</p> <p>CD reminded the Governing Body that the next Twilight Faculty Meetings are on the 8<sup>th</sup> December 2014.</p>		
Action Items	Person Responsible	Deadline

**Item 7 Governor Training**

Summary Of Discussion		
<p>CH commented that Governor training is ongoing with hands on experience (same principle as the SCITT).</p> <p>AB asked if we should schedule another Governor Evaluation. CH agreed.</p>		
Conclusion		
CD to check when last years Governor Evaluation was carried out and schedule a date to coincide with SEF earlier in the new year. CD to liaise with AB for suggested dates and a similar format template.		
Action Items	Person Responsible	Deadline
Schedule Governor Evaluation	CD	Next Meeting
Produce Governor Evaluation Template	CD	Next Meeting

**Item 8 Policy Reviews**

<b>Summary Of Discussion</b>		
The following policies were reviewed.  Anti-Fraud Policy Asset Policy Code of Conduct Examination Policy Freedom of Information Gifts and Hospitality Policy Health and Safety Policy Home School Agreements Investment Policy Petty Cash Procedure for Protected Disclosures – Whistleblowing Related Party Policy		
<b>Conclusions</b>		
Freedom of Information referred to appendices 1&2 – CD to forward to Governing Body.		
Code of Conduct – GE queried that the code of conduct does not reference social media. All agreed that a more specific reference should be made in the Code of Conduct that comments on social media relating to the school/colleagues/pupils is regarded as inappropriate.		
All other policies were approved.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Forward Freedom of Information appendices	CD	Next Meeting
Insert Social Media reference within Code of Conduct.	CD/CA	Next Meeting

**Item 9 Succession Planning**

<b>Summary Of Discussion</b>		
Confidential Note		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

**Item 10 Performance Management**

Summary Of Discussion		
CA distributed packs to the Governing Body providing example documents.		
Conclusions		
Support Staff salary reviews have been carried out, recommendations were put forward to the Pay Committee and have been approved.		
Teachers are now getting used to collecting evidence, ie, lesson observations and additional activities.		
Action Items	Person Responsible	Deadline

**Item 11 Child Protection Report and Safeguarding Update**

Summary Of Discussion		
Looked after children and all are doing well.		
Conclusions		
<p>Personal Education Plans mirror the old statement and we currently have to double handle. The local authority are currently trying to get a form in place for special schools, mainstream schools are slipping through as they do not follow the same review process that we do. Hopefully the PEP process will become easier. All documents are up to date and have been sent to Hampshire.</p> <p>Looking to use Pupil Premium to employ our Educational Psychologist at the end of January as we need to look at mental health issues and talk to staff about children's wellbeing. CH added that we need a clinical psychologist and we are currently looking at this provision in the school. NCo commented that this would really help tutors with support.</p> <p>SC said that the health and wellbeing of a child needs additional help and funding.</p> <p>CA added that we still have to find the funding for this and we are currently at stage of initial paperwork.</p>		
Action Items	Person Responsible	Deadline

**Item 11** **Child Protection Report and Safeguarding Update  
Continued ./... Attendance and Bullying**

<b>Summary Of Discussion</b>		
SC distributed the attendance report to Governors.		
Correct use of SIMS can monitor all attendance accurately. Training has been delivered to teaching staff and we now have a more robust system in place and attendance is reviewed ongoing.		
<b>Conclusions</b>		
Autumn term has 94 students on track for 100% attendance. CA added that attendance is part of teacher's performance management targets which has been set at 96%.		
We have had 2 reports of bullying since the last meeting.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

**Item 12** **Health and Safety**

<b>Summary Of Discussion</b>		
Health and Safety Committee met on the 21 <sup>st</sup> November 2014.		
<b>Conclusions</b>		
0 Adult. 29 Minor Children consisting of bumps and scrapes. 1 Violent Incident		
Vulnerable child risk assessments and Personal Emergency Evacuations Plans have all been reviewed and new Y7's generated where applicable.		
Fire Safety Management Plan was reviewed and approved by CH and AB.		
CD had investigated legal weight limits for minibuses. The limits are centred on the weight of the vehicle rather than number of seats and when the driver passed their test.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Approval of Fire Safety Management Plan	CH/AB	Completed

**Item 13****Finance**

<b>Summary Of Discussion</b>		
The Finance and Audit Committee met at 11am today. Andrew Williams from Moore Stephens presented Financial Statements for the End of Year Accounts for 2013/14.		
<b>Conclusions</b>		
The End of Year Accounts for 2013/14 are unqualified.		
Audit Committee didn't raise any cause for concerns. Two recommendations were made, the first to include SCITT and Privett to the Risk Register and the second to update the Financial Manual.		
The policies reviewed and passed by the Finance Committee for Governor approval were Asset, Investment and Petty Cash.		
The Terms of Reference were discussed and agreed. Delegation limits within the finance department will change once we have moved forward with the segregation of duties.		
RB & BM are scheduling time to come into school to carry out ongoing audit work. CA added that we in the school are very thankful of all the work put in, there is a high expectation on Governors and the time you all give is greatly appreciated. CH agreed.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

**Any other business**

AB raised the Skill Tree awards and asked CH to pass on the congratulations of the Governing Body to HS and the two pupils. CD to action.

SC – DD/JS/SC meet weekly through SEF and would find it useful to have a Governor assigned to the SLT. Would a Governor be prepared to meet once every ½ term, possibly rotate? AB asked the Governing Body to think about this and we would have it as an agenda item at the next meeting within matters arising.

**Meeting closed at 5.45pm**

**Next meeting: Thursday 22<sup>nd</sup> January 2015 at 3.30pm**

**Action Points for Next Meeting**

<b>Actions for next meeting</b>			
<b>Item No</b>	<b>Action</b>	<b>By</b>	<b>Deadline</b>
	CD to forward a copy of KO's presentation to Governors.	CD	With Minutes
	Forward LA timescales to Governors	CD/KO	ASAP
	Schedule Governor Evaluation	CD	Next Meeting
	Produce Governor Evaluation Template	CD	Next Meeting
	Forward Freedom of Information Appendices	CD	Next Meeting
	Insert Social Media reference within Code of Conduct.	CD/CA	Next Meeting
AOB	Governor assignment to SLT	All	Next Meeting
AOB	Pass on congratulations to Skill Tree Awards participants	CD	ASAP