

<b>Meeting</b>	<b>Full Governing Body Meeting</b>			<b>Meeting Reference</b>	<b>FGB3</b>
<b>Date</b>	2 December 2019	<b>Time</b>	5.00pm	<b>Location</b>	Bramley Meeting Room

Name	Initials	Governor	Lead	Present	Apologies	Other	Sanctioned
Maggie Carter	MCar	Foundation	Chair of Governors	Y			
Vicky Eul Barker	VEB	Foundation	Residential	Y			
Brenda Steel	BS	LA	V.Chair / Safeguarding	Y			
Mary May	MM	Co-opted	V.Chair / Curriculum	Y			
Rachel Manifold	RM	Co-opted	Personnel	No	Y		Y
Vacancy	-	Co-opted	Intervention Strategies	n/a			
Helen Stone	HS	Co-opted	Parent & Community	No	Agreed 2 month leave		Y
Janet Haley	JH	Staff	Parent & Community	Y			
Charles Wilson	CW	Parent	Health & Safety / Premises	Y			
Joe Belso	JB	Parent	Finance	No	Y		Y
Mark Rose	MR	Ex-Officio	Executive Principal	Y			
Sarah Purnell	SP	-	Clerk	Y			
Quorum required 5 - Quorum met							
<b>VISITOR(s)</b>							
James Watson	JW	-	Deputy Principal and Designated Safeguarding Lead for the school	Y			

Agenda	
<b>1</b>	<b>Welcome &amp; Apologies</b>
<b>2</b>	<b>Attendance &amp; Business/Pecuniary Interest/Register</b>
<b>3</b>	<b>Guest – James Watson – Safeguarding Year End report and residential discussion with VEB</b>
<b>4</b>	<b>Lead Governors Monitoring Visits</b> <ul style="list-style-type: none"> <li>Parent and Community – Deferred until HS return</li> <li>Curriculum – Report sent in, not required for discussion</li> <li>Safeguarding - Year End report from JW</li> <li>Residential – slot required for discussion</li> </ul>
<b>5</b>	<b>Matters arising from minutes of last FGB2 on 4 November 2019 including progress made on the actions raised</b>
<b>6</b>	<b>Last FGB Minutes to be signed and agreed – FGB 2</b>
<b>7</b>	<b>Items B/F by the Chair</b> <ul style="list-style-type: none"> <li>FGB Minutes</li> </ul>
<b>8</b>	<b>Monitoring and Evaluation</b> <ul style="list-style-type: none"> <li>SEF report (School Self-Evaluation) – Review and agree</li> <li>SDP Report – Monitor progress</li> </ul>

	<ul style="list-style-type: none"> <li>• Head Teachers Report – Review and agree</li> </ul>
9	<p><b>Policies – to be ratified by governors</b></p> <ul style="list-style-type: none"> <li>• Teacher Pay Policy</li> <li>• Sex and Relationships Policy</li> <li>• SEND Policy</li> <li>• Behaviour and Welfare Policy</li> </ul> <p><b>Additional Policies to be renewed with date change only</b></p> <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Capability Policy</li> <li>• Charging and Remission Policy</li> <li>• Children in Care</li> <li>• Staff Code of Conduct Policy</li> <li>• Disciplinary Policy</li> <li>• Intimate care Policy</li> <li>• Equality Policy</li> <li>• Health Safety and Well-being Policy</li> </ul>
10	Clerks Update
11	Date and time of Next FGB(4) Meeting
12	AOB
13	Part II

Item	Subject	A/D	Who
<b>1.0</b>	<b>Welcome and Apologies</b>		
1.1	Apologies received and sanctioned from JB and RM		
<b>2.0</b>	<b>Attendance &amp; Business/Pecuniary Interest/Register</b>		
2.1	BS declared she has removed Better Learning Trust from her Business Interests but that it has one final meeting which will take place tomorrow. No further conflicts of interest noted.		
<b>3.0</b>	<b>Guest – James Watson / VEB on residential provision report</b>		
3.1	VEB discussed JW's report - An Overview of OMS residential provision, which outlines the direction of where the residential provision is headed including; <ul style="list-style-type: none"> <li>• strengthening the care team - skills and career development</li> <li>• the school having completed the structural changes in the merger,</li> <li>• improvements still need to be made to ensure staff are skilled to support a broad range of needs amongst student population</li> </ul>		
3.2	It was reported that the residential provision is not a bolt on provision but it is the foundation base that the young people's welfare and education hinges on.		
3.3	A need was identified to improve the development of senior care staff. Staff were consulted and it was felt that to have this in place for September would be too much of a rush it was therefore proposed for after Christmas. It was also noted that there had been resistance from some staff, pupils and parents which has been taken into consideration. Lead governor for Residential stated she had been satisfied that complaints had been		

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	effectively managed and that transition planning has been taking place last term.		
3.4	<p><b>Governor asked for clarity on why we are making the changes?</b> The Deputy Principal responded, and stated two key reasons;</p> <ul style="list-style-type: none"> <li>• Encouraging free flow of students and staff between residential houses to provide students with greater access to staff and activities,</li> <li>• Ongoing professional development of staff to ensure they can all meet the changing needs of the residential community</li> </ul>		
3.5	<p><b>Governor challenged that this may affect young people’s attachments?</b> It was further discussed that attachments are needed but young people need many attachments, not single ones.</p>		
3.6	<p><b>Governor challenged if staff move from A to B, would children still have access to the previous staff they were used to being with?</b> Deputy Principal clarified – Yes; there will be a transition period for pupils and that it’s about extending the staff around the young person, not about removing staff from the young person.</p>		
3.7	<p><b>Governor asked “What is a silo”?</b> Clarification was provided that a silo was a “bubble” and young people can get stuck in a bubble. Separate houses can each be a bubble. We as a school need to encourage the houses mix well with each other. Introduction of measured change prepares our young people for their future.</p>		
3.8	<p><b>Governor challenged why only three seniors were being moved when we had four houses?</b></p> <ul style="list-style-type: none"> <li>• One house senior is new and has already has a mix of students</li> <li>• movement of staff is standard practice in other residential provisions</li> </ul>		
3.9	<p>It was confirmed that the governing lead for residential had looked at the complaints and was satisfied that the processes is being adhered to..</p>		
3.10	<p><b>Governor asked if there was information clearly displayed in the houses for young people to see?</b> The response was yes.</p>		
3.11	<p><b>Governor challenged if the move should be the next September rather than January, as it would give the young people more time to process?</b> It was responded that prolonging the process now would likely increase anxiety and that it was strongly felt that the long term good would outweigh the immediate issues.</p>		
3.12	<p><b>Governor asked when parents were informed?</b> It was reported the children were informed on 11<sup>th</sup> November 2019 and that parents were told the next day the 12<sup>th</sup> November 2019.</p> <p><b>Governor further challenged if the school felt this was the right decision to tell the children before telling the parents and if with hindsight the school would do this differently?</b> The response was that it is still believed that children should be told first.</p> <p><b>Governor requested to know if the message given to parents was consistent?</b> It was confirmed that there was a fully comprehensive model response that was discussed and delivered verbally.</p> <p>Governor requested her thanks (MM) be recorded in the minutes for the information received.</p> <p>Lead governor for residential confirmed that she will continue to monitor the progress of the move.</p>		

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3.13	<p><b>Governor asked if there were any support plans in place for January for the pupils who have significant attachment difficulties?</b> Response was yes, transition has started already in a low key way and the school matched the skills of the staff with the pupils who need additional support.</p> <p><b>Governor stated her concern that there may be a big issue when the pupils return in January?</b> It was discussed that the great knowledge and great skill of the staff will be able cover this satisfactorily.</p>		
3.14	<p><b>VEB requested it be minuted that she has not seen the parental complaint about changes to residential staffing and wanted it clarified that the correct 'process' has been adhered to</b> It was confirmed by MC that HR advice had been taken and the process was compliant with policy</p>		
3.15	<p>It was further discussed that a complaints process be developed for the young people.</p> <p>This could be looked at alongside the parent's complaints process,</p>	A	VEB/JW
3.16	<p>Executive principal expressed his thanks for the reports presented and said how knowledgeable he felt governors are now with the strategic vision and how well they now challenge the school from an experienced and well informed position.</p>		
<b>4.0</b>	<b>Guest – James Watson – Safeguarding Statistics</b>		
4.1	<p>Deputy Principal stated CPOM's was challenging to finalise the information required and that they are currently working on production of this information. He offered apologies that the report sent to governors was not the correct report and left the meeting to retrieve his laptop for more accurate information. He returned with further apologies that he cannot at present find the information on his laptop and will forward it onto governors.</p>		
4.2	<p>Discussion were had around the 176 incidents on CPOM's and the behaviour patterns throughout the school year. Patterns are indicated as up and down throughout the year with a significant impact occurring in the first term. This is to be expected after a long summer break, new pupils arriving and change of classes. Additionally, it was noted these patterns are affected by staff who are off sick especially at this time of year.</p>		
4.3	<p><b>Governor asked what is Oshens?</b> It was explained that Oshens was a health and safety system where accidents for staff and pupils are recorded. It was confirmed that the Deputy Principal does not see the Oshens reports and that they go direct to Executive Principal.</p> <p><b>Governor asked if there was any correlation between Oshens and Safeguarding being done?</b> It was confirmed that this is currently not done as Oshens is something that is only recently being analysed. <b>Governor suggested monitoring an overlap of these areas should be done.</b> Executive Principal confirmed that serious incidents are monitored on a weekly basis by the whole of the SLT team and he felt confident that the overlap is being covered. He had said that he has recently requested a report from H&amp;S which may help show up any trends that otherwise, the school may be missing.</p>		
4.4	<p>Executive Principal suggested that the lead governor for H&amp;S sit down with him on his next monitoring visit to review the Oshens report. The finding could then be reported back to governors in the monitoring report.</p>	A	MR/CW

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4.5	<p><b>Governor asked when the Executive Principal has his meetings with SLT if notes were taken? Is there a record of the details of the meetings?</b></p> <p>Executive Principal confirmed weekly minutes of the meetings are produced but additionally a serious incident report is produced for each incident. The reports come first and the SLT review the previous weeks reports pulling out the serious incidents and doing an 'ABC' (Antecedent, Behaviour and Consequence) on each and then raise any questions they feel are needed for following up the incident. The Executive Principal does the final check and/or questions on the incidents. This document is then shared with staff to show them what our understanding is of what has been done in regard to the incident.</p>		
4.6	<p><b>Governor questioned how the safeguarding information is shared with staff?</b></p> <p>This answer stated was that the information from the safeguarding meeting is shared with SLT so they are aware of any current issues and the safeguarding assistant (RA) is doing a weekly safeguarding report to go to SLT in this regard. Governor stated that it is the transferring of this information to staff that needs to be looked at. Staff need to see that consideration is being given to these incidents. This communication is important to staff from their own point of view and wellbeing.</p> <p><b>Governor asked if, as a result of the 'ABC' above, if a behaviour plan was devised?</b> This response was positive – a behaviour plan is devised where required.</p>		
4.7	<p>Governor stated that she has filed her safeguarding report on the 11<sup>th</sup> November 2019 on the SCR (Single Central Register) and it was all very positive. Governor requested it be minuted that HR have done a good job on pulling the data of the two schools together and having carried out spot checks all was correctly in place.</p> <p>Governor further stated that she looked at the signing in processes of supply staff in reception and everything was in place and in order. <b>Governor questioned if this included contractors?</b> Lead governor replied, yes; and continued to say she was satisfied and had seen paperwork that showed all relevant checks are in place.</p>		
<b>5.0</b>	<b>Matters arising from FGB2 meeting brought forward</b>		
<b>Summary of Action to be completed from FGB2 – EXECUTIVE PRINCIPAL / SLT</b>			
5.1	Governor asked about CCTV and it was confirmed that it had now been removed internally from the houses.	MR	Completed
5.2	Pupil Premium to go up on website by end of year <b>MR to check</b>	MR	C/F
5.3	Pupil Sports Premium to go up on website by end of week <b>MR to check</b>	MR	C/F
5.4	10 point Ofsted plan. MR/MM to meet, summarise and send to JB <b>This has been distributed to all governors</b>	MR/MM/JB	Completed
5.5	Safeguarding Year End report to be sent to governors <b>JW agreed to forward this to governors asap</b>	MR/JW	C/F
5.6	Guidelines on Risk Assessments to be written <b>JW has sent first draft to MR and it is well underway but MR required some changes to be made – C/F to next meeting</b>	MR/JW	FGB4
5.7	TPC date 15/11/19 @ 3.00 pm <b>Completed</b>	MR/MC/VEB/JB	Completed
5.8	Update Website – ongoing – <b>Governor stated It is going very well</b>	MR	Ongoing
5.9	Find or set up a Sex and Relationships policy <b>Complete</b>	MR	Completed

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5.10	Training for staff on setting up of SharePoint folders <i>This has not been covered yet and will be completed in the near future.</i>	MR	C/F
5.11	SEF report to be ready for FGB3 meeting <i>Completed and sent to governors</i>	MR	Completed
5.12	Removal of CCTV from houses and de-activate door alarms <i>Completed</i>	MR	Completed
<b>Summary of Action to be completed – GOVERNORS</b>			
5.13	Views of parents to be sought and put into a report <i>Not due yet</i>	Lead Gov	Spring
5.14	BS to mentor RM in staff wellbeing <i>Meeting arranged for next Monday</i>	BS/RM	Completed
5.15	Look into desktop plan and guidelines for school ‘Lockdown Procedures’ <i>This has not yet been done and is to be C/F. MR is managing the process of considering this.</i>	JB/RM	C/F
5.16	New wellbeing report to be forwarded – <i>completed and on SharePoint</i>	BS	Completed
5.17	Look into Chairs offer of independent research into staff wellbeing – <i>Outstanding</i>	BS/RS	C/F
<b>Summary of Action to be completed from this meeting – CLERK</b>			
5.18	Gather missing audit information and training - <i>Clerk to resend Audit to governors who have not yet responded</i>	Clerk	C/F
5.19	Set up calendar for governors to use – <i>In progress</i>	Clerk	C/F
5.20	ID pass for JB – <i>will bring to FGB4 as JB not at meeting</i>	Clerk	C/F
5.21	Set up access for AN on Governors SharePoint <i>Completed</i>	Clerk	Complete
5.22	Close external access to SharePoint account <i>Completed</i>	SP	Complete
5.23	Set up IT training for 2.12.19 @ 4.00pm <i>Completed although no one came</i>	Clerk	Complete
5.24	Remove date from appraisal policy before distributing <i>Completed</i>	Clerk	Complete
<b>6.0</b>	<b>Last FGB minutes signed and agreed – FGB9 and Housekeeping meeting</b>		
6.1	Agreed and to be signed at the end of the meeting		
<b>7.0</b>	<b>Items brought forward by Chair</b>		
7.1	Chair clarified that a lot of schools share the FGB minutes on the website. She stated that we as a school are not currently sharing our minutes and we have received requests from staff that minutes are available on staff room notice boards. Governor Services have confirmed this is usual practice for schools. <i>Governor stated the ‘why we need to share minutes’. She stated the minutes are statutory public documents once the minutes have been approved by the FGB and therefore need to be accessible to staff and public.</i>		
7.2	Full discussions were had around the publishing of the minutes and clarity was given in regard to ensuring that minutes do not contain names. The Clerk confirmed it is already current practice to keep names out of the minutes. It was also clarified that any subjects raised outside of the agenda and where necessary are made clear if they are to be Part I or Part II minutes. <i>Governor clarified the board can make the decision that the meeting be adjourned if necessary and staff governors would step out, a Part II discussion can be had and then the meeting can resume to Part I minutes.</i>		
7.3	It was clarified that it is the Clerks responsibility to produce the draft minutes <i>and the Chairs responsibility to ensure they are correct.</i> It was agreed that the minutes of FGB3, when completed and approved, will be made available to staff and put up on the website.		
<b>8.0</b>	<b>Monitoring and Evaluation</b>		

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8.1	<p><b>SEF Report</b> – Executive Principal stated the report was much more concise this time. Last year our (SIP) had requested our incremental steps of progress showed clearly the journey we were going on in detail. This year we are in a better position and can make judgements that the school is good and able to reflect that by being a bit more concise and more evidence led. School improvement is ongoing and we are getting the judgements we make validated. We have had an external Babcock evaluation and feel that we are now good in all areas and we are continuing to drive the school forward in our improvements to ensure good practice is embedded.</p> <p><b>Governor challenged if these judgements had been verified?</b> It was confirmed these judgements have been verified by the SIP and that our peer review and Babcock verify we are moving forward.</p>		
8.2	<p><b>SDP Report</b> – All staff have had the opportunity to sit down and go through the SDP and to give feedback. The Executive Principal stated that he felt there was an improvement in feedback from staff in regard to the document. He said governors had a chance to feed into the SDP from the visioning day. The Executive Principal feels that the document is good and invites governor’s for further comments on the document.</p> <p><b>Governor challenged that in the SEF staff wellbeing was referred to but it had not been referred to in the SDP?</b> The Executive Principal confirmed the section within the SDP where this had been covered. <b>Governor stated she was happy with the items pointed out and could see that it has been covered. Governor stated she felt it was a major issue for all schools and therefore asked - If it was felt the item of staff welfare was prominent enough in the SDP as she had found it difficult to spot and it being an area that Ofsted would be looking at?</b> The Executive Principal confirmed if Ofsted did not see it obviously, then he would point it out to them as he did for governors. <b>The Executive Principal confirmed that as soon as governors were happy with the final version of the plan then he would send it to all staff and offered governors one more week to get back to him should they wish to discuss anything further.</b></p>	A	MR
8.3	<p><b>Head Teachers Report</b> It was pointed out that the significant points within the HT report are on page 4 and the Executive principal confirmed the following points:</p> <ul style="list-style-type: none"> <li>• We have a learning support team who’s role is to respond to dis-regulation and to hopefully pre-empt behaviours by ensuring pupils are in the right place at the right time so to prevent dis-regulation in pupils</li> <li>• We have a minority group of pupils who are requiring significant additional support to either engage them; keep them safe; or that they cannot currently access our core offer.</li> <li>• Our resources are stretched with these pupils and added to with staff absences and we need to have a re-think on a small group of pupils who may need an additional source of support.</li> </ul>		

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	<ul style="list-style-type: none"> <li>It is the pupils who are presenting and unable to access our core offer that are causing the additional stress that need to be looked at, they are utilising the time and management of staff including the senior team in a manner that is not sustainable.</li> </ul> <p>Governor wanted it noted that these are important concerns that are being raised and that they are being looked into.</p>		
8.4	<p>Governor asked what was the relationship with the LA regarding the students that have been identified in this small group? The Executive Principal confirmed plans, meetings and discussions (including discussions with the LA) are taking place regarding the small group of pupils that are requiring such a high level of resourcing, as we are not funded to provide at this level.</p> <p>Governor requested clarity if the 'small group' of pupils identified were new pupils or old? It was confirmed that it was a mixture of both.</p>	A	MR
8.5	<p>Further discussions were had in regard to examples of specific types of incidents that are cause for concern within the school. It was agreed that this would be put on the agenda for next meeting to further discuss how the meetings with Local Authority go and the best way for the school to be moving forward.</p>	A	Clerk
<b>9.0 Policies</b>			
9.1	<p>Policies that required changes are listed below and the changes discussed with governors:</p> <ul style="list-style-type: none"> <li>Teachers Pay Policy</li> <li>Sex and Relationships Policy</li> <li>SEND Policy</li> <li>Behaviour and Welfare Policy</li> <li>Staff Absence Policy</li> </ul> <p>All above policies were ratified by governors.</p>	A	SP
9.2	<p>Annual review policies that the Executive Principal felt just needed a date change are listed below:</p> <ul style="list-style-type: none"> <li>Attendance Policy</li> <li>Capability Policy</li> <li>Charging and Remission Policy</li> <li>Children in Care</li> <li>Staff Code of Conduct Policy</li> <li>Disciplinary Policy</li> <li>Intimate care Policy</li> <li>Equality Policy</li> <li>Health Safety and Well-being Policy</li> </ul> <p>It was agreed all the above policies were accepted as being renewed without any changes required other than the 'date' and therefore approved by governors.</p>	A	SP
9.3	<p>The Executive Principal mentioned the Physical Intervention Policy which was not available for governors today and confirmed this would follow for next FGB.</p>	A	MR

Item	Subject	A/D	Who
<b>10.0</b>	<b>Clerks Update</b>		
10.1	Nothing further other than the Governors audit as previously mentioned	A	Clerk
<b>11.0</b>	<b>Date and time of Next FGB Meetings</b>		
11.1	<b>13 January 2019 @ 5.00 pm FGB4</b> – CW confirmed he will be unable to attend this meeting but will get his report ready for the meeting.		
<b>12.0</b>	<b>AOB</b>		
	None		
<b>13.0</b>	<b>Part II</b>		
	None		
<b>Meeting ended 7.30 pm</b>			

<b>Dates of Future Meetings</b>			
Housekeeping Meeting 09.09.10	FGB4 13.01.20	FGB8 15.06.20	
FGB1 30.9.19	FGB5 10.02.20	FGB9 13.07.20	
FGB2 04.11.19	FGB6 16.03.20	TPR To be confirmed	
FGB3 02.12.19	FGB7 11.05.20	HTA 3.10.19	
Summary of Action to be completed – <b>EXECUTIVE PRINCIPAL / SLT / GOVERNORS</b>		Who	Complete by
3.15	Develop a pupils complaint procedure and update the parents complaint procedure	VEB/JW	FGB4
4.4	CW to review Oshens report on next monitoring visit	CW/MR	FGB4
5.2	MR to check Pupil Premium is up on website	MR	Immediate
5.3	MR to check Pupil Sport Premium is up on website	MR	Immediate
5.5	JW to forward Safeguarding Year End report to governors	JW	Immediate
5.6	JW/MR to complete guidelines on Risk Assessments	MR/JW	FGB4
5.8	Update website	MR	ongoing
5.10	Training to be set up for staff on SharePoint	MR	asap
5.13	Views of parent to be sought and put into report	Lead Gov	Spring
5.15	Setting up of desktop plan and guidelines for school 'lockdown procedures'	MR	asap
5.17	Look into Chairs offer of independent research into staff wellbeing	BS/RM	asap
8.2	Governors questions to be sent to MR on SDP report	All Govs	1 week
8.4	Meetings to be set up regard 'small group' of pupils who require additional support	MR	asap
9.3	Look at the Physical Intervention Policy	MR	FGB4
Summary of Action to be completed from this meeting – <b>CLERK</b>		Who	Complete by
5.18	Re-send governors audit to governors who have not yet completed it	Clerk	Immediate
5.19	Send out details of calendar set up for governors to use to governors	Clerk	asap
5.20	Bring JB pass along to FGB4 for collection	Clerk	FGB4
8.5	Add agenda item to FGB4 to follow up on items 8.4 above	Clerk	FGB4
9.1/9.2	Complete the process of the ratified policies	SP	asap
<b>Deferred</b>			
Parent and community monitoring report – deferred until HS return			



Minutes Agreed by Chair of Governors

Signed \_\_\_\_\_

Dated \_\_\_\_\_