

Meeting	Full Governing Body Meeting			Meeting Reference	House Keeping
Date	3 rd September 2020	Time	5:00pm	Location	Teams (Outlook)

Name	Initials	Governor	Lead	Present	Apologies	Other	Sanctioned
Maggie Carter	MC	Foundation	Chair of Governors	Y			
Laurence Fentimen	LF	Co-opted	Safeguarding	Y			
Rachel Manifold	RM	Co-opted	Personnel	N	Y		
Ben Slater	BS	Co-opted	Parent and Community	Y			
Charles Wilson	CW	Parent	Health & Safety / Premises	N	N		
Joe Belso	JB	Parent	Finance	N	Y		
Sarah Purnell	SP	Staff		Y			
Mark Rose	MR	Ex-Officio	Executive Principal (EP)	Y			
Vacancy	-	-	-				
Vacancy	-	-	-				
Vacancy	-	-	-				
Abigail Norris	AN	-	Clerk	Y			
Quorum required 5 - Quorum met							
VISITOR(s)							
-	-	-	-				

Agenda	
1	Welcome and Apologies for Absence
2	Attendance & Business/Pecuniary Interest/Register
3	Update from Executive Principal
4	People
5	Process
6	Principles
7	Reminders
8	Policies – To be ratified by governors
9	AOB
10	Part II

Item	Subject	A/D	Who
1.0	Welcome and Apologies		
1.1	Apologies from RM.		

Item	Subject	A/D	Who
2.0	Attendance & Business/Pecuniary Interest/Register		
2.1	No conflicts of interest noted.		
3.0	Update from Executive Principal		
3.1	<p>MR explained that we are in the middle of two inset days. The first day has been focussed on statutory training, and tomorrow there will be a training package 'The Art of Being Brilliant' about positive mental wellbeing. Pupils will be coming in for two days next week, alongside remote learning, to help to transition the pupils back into school and get used to routines, with less pupils and more adult support during their first couple of days back. Pupils will then return full time from Monday 14th September. Pupils will be staying residentially for one or more nights next week, and the following week, the residences will be open fully.</p> <p>MR explained that the Risk Assessment has been shared with staff and governors and will be shared with parents tomorrow.</p> <p>Governor asked if the Risk Assessment will be a live document.</p> <p>MR said yes.</p> <p>Governor said that the Risk Assessment is honest and realistic. Governors acknowledged the work that has been required to put together the Risk Assessment and ensure that the school is ready for all pupils to return.</p> <p>MR thanked governor for their comments. MR added that we are giving guidance and advice that it best fits to the school and our pupils to keep the whole school community safe. MR explained that it is important that all pupils return to school and are provided an education which helps them to reintegrate to school, as well as support them to continue to progress.</p> <p>Chair asked how staff have received the risk assessment.</p> <p>MR said that the document went out before summer and there have been some questions which has helped us to rethink how we are doing things. MR explained that one challenge is the food tech room due to it being enclosed and without any outdoor ventilation. MR explained that we have been looking at ventilation options, with support from the food tech teacher.</p> <p>Chair asked how the messages will be communicated with the pupils.</p> <p>MR explained that it will be disseminated via the class teachers. MR added that pupils are already familiar with good hygiene, washing hands, not getting too close to people etc. MR added that staff are modelling these things and reassuring, encouraging and supporting pupils. MR explained that we have not taken a firm approach about what not to do, but using positive reinforcement. MR added that some pupils may not be able to socially distance. MR said that to provide successful education for some pupils, contingent touch may be necessary. MR explained that we have some staff who are anxious and need reassurance, but over the next few weeks, we will continue to reassure, provide confidence, and adapt what we are doing.</p> <p>Chair said that a big milestone will be when pupils return and how they may react.</p>		

Item	Subject	A/D	Who
	<p>MR said that pupils who came back for some time before some managed well but having all pupils in school at the same time will need to be carefully managed.</p>		
3.2	<p>MR explained that some staff who were recruited before summer, who were due to start in September, have declined their job offer due to several reasons (e.g. can't do contracted hours, personal reasons). MR said that we were hoping to be at full capacity. MR said that we also have some staff who are quarantining.</p> <p>Governor asked if it was teachers or TAs who declined their job offer. MR said that it is TAs.</p> <p>Governor asked if the Ofsted judgement has affected the appointed staff.</p> <p>MR said that he didn't get that feeling when he spoke to them. MR said that we purposely met with the new staff after the Ofsted report was released, and staff had positive comments and questions rather than concerns.</p> <p>Governor asked staff governor how staff are reacting and feeling about being back in school, and what their view are on the risk assessment.</p> <p>Governor said that there are a lot of different viewpoints and different levels of concern. Governor added that staff haven't flagged up anything that isn't in the risk assessment, however some things may need to be amended or addresses. Governor said that overall there is anxiety, which is very natural, but going around school, there seems to be a good level of confidence from the majority of staff. Governor added that the Risk Assessment was not much different to what staff were expecting.</p>		
3.3	<p>Ofsted</p> <p>MR explained that on the back of the Inadequate judgement from Ofsted, we will have an Ofsted monitoring visit in the autumn term. MR explained that it is not a full inspection but that Ofsted are starting to do monitoring visits to schools in concern. MR said that there will be no formal lesson observations, no judgement, but there is likely to be a focus on the areas for improvement and how the school has modified to the Covid situation.</p> <p>Governor asked if we have any idea of when the visit might be and if we have the power to ask for it to be early.</p> <p>MR said that we have the power to request a full inspection early, and that he feels that this is something we ought to do. MR explained that monitoring visits will happen anyway, as they happen routinely.</p> <p>Chair explained that Ofsted are not doing what they usually would be in the autumn term. Ofsted may decide following a monitoring visit to do a re-inspection. Chair said that we can ask for an early inspection and suggested that we should be guided by our SIP, and only do it when we are absolutely confident that we are ready to achieve the outcomes that we want.</p>		
3.4	<p>Regional School's Commissioner</p> <p>Chair explained that meetings took place over summer with the RSC. Chair explained that the school's position is that it would not be beneficial for the school to become an academy, particularly at this</p>		

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	<p>time. Chair said that we have had a letter/telephone call with the RSC officers to say that they are proposing to issue an academy order in September. Chair added that the RSC acknowledged the pressures that the school is under but that it is the line they have to adopt due to it being a legal process. Chair explained that after that, there will be a long process to find a suitable sponsor. Chair explained that during this time, the school can improve and get the academy order revoked. MR added that although the preference is to remain as a maintained school with the SENTient trust, if we are required to become an academy, there are some really good academies. MR said that the school's focus if academisation takes place would need to be on the ensuring the academy sponsor's ethos, skills, capacity and capability align with what the school needs, to be able to support the school's improvement journey. MR explained that in the meantime, the intention is that we are able to show to Ofsted the required improvements to improve the school's judgement. MR said that we will provide an update for parents within the next two weeks. Governor said that the governing board should have a clear strategic overview of how the school intends to move forward, for example, when to speak to Ofsted.</p> <p>MR explained that if a school requests an inspection, it can take up to 18 months for the inspection to take place. MR said that his gut feeling is to put the request in as soon as possible. MR added that subject to a conversation with our SIP, we could request it immediately. MR said that we believe it is the right course of action for the school, but only if we are ready. MR asked governors if they feel that, providing our SIP agrees that we have made enough progress, whether we should request an early inspection. Chair said that subject to the SIP agreeing, we should request the inspection.</p> <p>Governor agreed.</p> <p>MR said that he is meeting with our SIP later this month, after which he will have a further conversation with the Chair, then make a final decision.</p> <p>Chair added that there is also a further strategy meeting with the local authority coming up.</p> <p>Governor said that all we need to do is improve by one judgement, and get to Requires Improvement. Governor said that from what he is being told, we should at least get that and would be disappointed not to get a better judgement. Governor said that he feels the school should request the inspection as soon as possible.</p> <p>Governor said he was in agreement but having a vote of confidence from our SIP would be beneficial.</p> <p>Chair said that the board is in agreement that we would like our SIPS advice but would like a re-inspection as soon as possible.</p>		
4.0	People		
4.1	Vote for Chair		

Item	Subject	A/D	Who
	<p>Clerk thanked governors for their nominations for Chair and Vice Chair. Clerk explained that she had received one nomination for Chair from MR, which was for MC to remain as Chair.</p> <p>MC thanked MR for the nomination and explained that she wanted to remain as Chair to support the school through its next steps.</p> <p>Clerk asked for governors to vote on MC becoming Chair for another year.</p> <p>MR proposed, seconded by SP and agreed unanimously.</p>		
4.2	<p>Vote for Vice Chair</p> <p>Chair said that she would like to nominate RM as Vice Chair and that RM has confirmed that she would be happy to stand as Vice Chair and that she would be able to commit the time to the role.</p> <p>Clerk confirmed that there were no other nominations.</p> <p>Chair proposed to vote for RM as Vice Chair, seconded by SP and agreed unanimously.</p>		
4.3	<p>Skills Audit</p> <p>Chair said that the skills audit needs to be done, especially as we have new governors. Chair added that it will allow us to see skills gaps for vacancies</p> <p>Clerk explained that an online skills audit would be circulated.</p>		
4.4	<p>Governor Lead Roles</p> <p>Chair explained that the governing body identified an approach where we have lead governor roles rather than sub committees. Chair said that she feels that we should continue with this system as it has worked well.</p> <p>Chair stated that the following lead governor roles have already been appointed from last year:</p> <ul style="list-style-type: none"> Chair – Attendance RM (Vice Chair) – Personnel (including Staff Wellbeing) LF – Safeguarding JB – Finance CW – Premises/H&S/Risk Assessment <p>Clerk advised that they would check with those not at today’s meeting whether they are happy to continue with the same roles.</p> <p>Chair suggested the following roles for new governors:</p> <ul style="list-style-type: none"> BS – Parent and Community. Chair explained that BS already has links with parents and an understanding about the school community. Chair asked if BS would be happy with this role. BS said that he would happily do the role. Chair said that given recent developments, it is important to reach out to the community as well as parents. HB – Pupil Progress/Data. Chair said that HB does a lot of data as part of her work. SP – Policies and Website Compliance. Chair explained that she feels that we haven’t previously been on top of policies. Chair said that SP will be able to make sure we are fulfilling statutory requirements and that we are fully compliant, in the right time frames. Chair added that this underpins a lot of the work that we do. <p>Governor said that as policies is part of her school role, she can’t check her own work.</p>	A	AN

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	<p>MR said that he understands the concerns but the lead governor role will include ensuring we have the statutory policies on the website and that they are being reviewed by the right person. MR explained that he rewrites policies, or allocates others to rewrite them, SP formats them and puts it on Every. MR said that the role as a governor is to have a particular eye to look through policies, and that governor's level of scrutiny is valued.</p> <p>Governor said that she understood. Governor added that if she pulls off a report which shows the number of policies not on Every, it shows that she doesn't have capacity to do them on an operational level, so there may be conflict there.</p> <p>Chair said that the important part is compliance. Governor said that it would be useful to have a governor overseeing policies to make sure we are on top of it.</p> <p>Governor said that she is aware of 20 policies that are sitting in a tray waiting to be put onto Every.</p> <p>Governor said that it is useful for the board to know that.</p> <p>Governor said that in principle, she is happy to take on the role of Policies and Website Compliant, but the operational issues need to be ironed out.</p> <p>Governor added that she is also aware of some things that need to go on the website.</p> <p>Governor asked if GDPR would remain with CW.</p> <p>Chair said that it would make sense for it to be part of Compliance.</p> <p>Governor asked who oversees CIN, CIC and Pupil Premium.</p> <p>Chair said that it is part of the safeguarding role.</p> <p>Chair reminded governors that we have no one for residential. Chair asked if there are particular issues on the residential side, whether LF would deal with this with JW as he already meets him for safeguarding.</p> <p>Governor said that he would be happy to do that.</p> <p>Chair confirmed that the lead governor role for residential is vacant, however LF will care-take it whilst working with JW to deal with any urgent issues. Chair added that we will continue to look for suitable for a governor with residential knowledge/experience. Chair explained that the Skills Audit will also identify any gaps.</p>		
4.5	<p>Chair explained that we have secured Mary May's support for Curriculum. Chair said that a meeting has been set up with Chair, SIP, Mary May and Head of Education. MMay's role will be to support the governors with Curriculum monitoring. Chair explained that there will be a major focus on Curriculum at the next meeting.</p>		
4.5	<p>Agree Committees</p> <p>Chair explained that rather than having committees, the committees can be selected from the pool of governors who are available. Chair suggested that this would be a good way forward.</p> <p>Governor added that staff governors can be on committees but not for staff related issues.</p> <p>Chair asked if people think that using this system would be the best option.</p> <p>All governors agreed.</p>		

Item	Subject	A/D	Who
	<p>Chair asked when the Head Teacher Appraisal needed to be done. MR said as soon as possible to allow time to complete SLT appraisals, and then teachers’. Chair suggested that the Head Teacher Appraisal committee could be Chair, CW and LF (or RM). Governors said that it is good to have some continuity from last year, so CW doing it again would be beneficial. Clerk said that she would organise a date with governors for the appraisal.</p>	A	AN
4.6	Chair explained that there are two vacancies. Chair added that the skills audit will help to identify any gaps.		
5.0	Process		
5.1	<p>Business Cycle Chair said that a proposed Business Cycle will be shared with governors. Chair explained that there are nine meetings a year, on Mondays at 5:00pm. Chair said that she is happy to have the meetings virtually or in person and asked for governors’ thoughts. Governor said that they would like to do it face to face to be able to meet and speak to people face to face, providing it is within guidelines. Governor said that there are big enough rooms so it would feel safe enough. Chair suggested that we do the first meeting in person. MR suggested that guests could join virtually if they would rather. Governor suggested that we keep it under review throughout the year as guidance changes.</p>		
5.2	<p>Governor Visits Chair explained that this is linked with the Business Cycle, and is a schedule to show when governor visits should be taking place. Governor added that visits need to be arranged in good time for the reports to go out to governors in time.</p>		
6.0	Principles		
6.1	<p>Code of Conduct/Register of Business and Pecuniary Interests Clerk explained that there are some documents that governors need to sign. Clerk said that she would send the documents, including the code of conduct and to governors. Governors can then return them via post or bring them to the next meeting. Governor said that there is a new version of the code of conduct.</p>		
7.0	Reminders		
7.1	<p>Terms of Office Clerk reminded governors of their terms of office. Clerk explained that the first term of office to end is in March 2022, with two others later in 2022.</p>		
7.2	<p>Items on Agenda Clerk explained that the agenda for each FGB will follow the Business Cycle, however things might be added where necessary such as Ofsted or Covid.</p>		

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	Clerk asked that if governors want to add anything to the agenda for the next meeting, to advise of the item two weeks in advance of the meeting.		
7.3	Being Quorate and Confidentiality Clerk explained that 5 governors are required for a quorate meeting. Clerk reminded governors that they must remain confidential and anything discussed within FGBs can't be shared outside of the governing body. Clerk added that it is particularly important if governors are joining the meeting virtually that there is no one else is in the same room as them and no one else can hear the meeting.		
7.4	Information of the Website Clerk reminded governors that their name, photo (unless requested otherwise), governor role and a brief description of them is on the website. Clerk added that the attendance register for the previous year and a register of interests is also on the website.		
7.5	Training Clerk explained that Babcock are still finalising the training for this term, but this will be shared with governors soon. Clerk added that training is shared via the weekly alerts, or via the Clerk. Clerk asked that if governors want any training to contact her.		
8.0	Policies – To be ratified by governors		
8.1	Recruitment and Selection Policy Chair explained that the policy is a model policy. Governor asked if it should be the EP or governing body who reviews financial implications of any new post (paragraph 5.2). MR suggested that it should be the EP, with the oversight of the finance lead governor who will ask questions if the staffing costs increase. MR added that the only time governors are more involved is if there is a restructure. AN to make change to policy. The policy was approved by all governors.	A	AN
8.2	Complaints Policy MR said that HR had reviewed the policy and made comments. MR shared what the comments/changes were. Governors suggested that all of the changes are agreed and that the policy is approved. The policy was approved by all governors. Chair said that the main thing is that it is clear the policy is for the public and parents, and not staff. Governor asked if governors could be sent the final version of the policy.	A	AN
9.0	AOB		
9.1	MR explained that he needs governors to delegate the authority to dismiss a member of staff, to enable the school to undertake investigations. Chair asked which policy this was from. MR explained that it is part of the conduct/capability policy, and there is a paragraph about delegated responsibility.		

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	Chair asked if governors have approved the policy. MR said yes. All governors agreed to delegate responsibility to MR.		
9.2	MR asked for governors to also delegate responsibility for him to oversee recruitment. All governors agreed to delegate responsibility.		
10.0	Part II		
10.1	No Part II.		

Summary of Action to be completed – EXECUTIVE PRINCIPAL / SLT / GOVERNORS		Who	Complete by
4.4	Check with governors whether they are happy to continue with the same roles.	AN	ASAP
4.5	Agree date for HT appraisal.	AN	ASAP
8.1	Make change to Recruitment and Selection Policy.	AN	ASAP
8.2	Send final version of Complaints Policy to governors.	AN	ASAP

Minutes Agreed by Chair of Governors

Signed _____

Dated _____