

Meeting	Full Governing Body Meeting			Meeting Reference	FGB3
Date	7 December 2020	Time	5:00pm	Location	Virtual – Teams

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 and Staff Wellbeing	Y			
Ben Slater	BS	Co-opted	Parent and Community	Y			
Helen Bartlett	HB	Co-opted	Pupil Progress and Data	Y			
Charles Wilson	CW	Parent	Premises/H&S/Risk Assessments	N	Y		Y
Joe Belso	JB	Parent	Finance	Y			
Sarah Purnell	SP	Staff	Policies/Website Compliance/GDPR	Y			
Mark Rose	MR	Ex-Officio	Executive Principal	Y			
Mary May	MM	Associate	Curriculum Committee	Y			
Vacancy	-	-	Residential				
Vacancy	-	-	-				
Abigail Norris	AN	-	Clerk	Y			
Quorum required 5 - Quorum met							
VISITOR(S)							
Nicola Jones	NJ		Head of Education	Y			
Adele Thomas	AT		Assistant Principal	Y			
Robert Simpson	RS		Prospect Governor	Y			

Agenda	
1	Welcome and Apologies for Absence
2	Attendance & Business/Pecuniary Interest/Register
3	Curriculum
4	Head Teachers Update
5	Monitoring and Evaluation
6	Personnel/Staff Wellbeing
7	Parent and Community
8	Policies – To be ratified by governors
9	Clerk Updates
10	Items Brought by the Chair
11	Matters arising from minutes of last FGB2 on 9 November 2020 including progress made on the actions raised

12	Last FGB minutes to be signed and agreed
13	Date and Time of Next FGB4 meeting
14	AOB
15	Part II

Item	Subject	A/D	Who
1.0	Welcome and Apologies		
1.1	Chair welcomed everyone to the meeting. Chair stated that CW had sent his apologies and that JB would be a bit late. Clerk added that LF IT issues BS said that he would have to leave at 6:00pm and HB would have to leave at 7:30pm at the latest.		
1.2	Chair welcomed RS to the meeting. Chair explained that RS is a potential new governor. Chair explained that RS met with MS and herself on Friday and RS had a tour around school. Chair said she feels that RS would be a great addition to the board. Chair added that RS is here today as a guest. Chair asked RS to introduce himself.		
1.3	RS explained that he has previously been a governor for a number of years for different schools, including being Chair of Governors at times. RS added that he had been on all types of different committees. RS explained that he moved to Dawlish four years ago and is ready to be a governor again.		
1.4	Chair said that we are excited to have RS on board, especially as he has lots of experience of governance and lives in Dawlish. RS said that we will hopefully be able to welcome RS to the board formally in the January meeting. MR welcomed RS.		
2.0	Attendance & Business/Pecuniary Interest/Register		
2.1	No conflicts of interest noted.		
3.0	Curriculum		
3.1	Chair explained that the curriculum bite size session today is communication and interaction. Chair reminded governors that we are on a journey of making sure governors have some understanding of the different areas of the curriculum. Chair explained that will now be able to start looking at Curriculum as part of their lead roles, for example, within residential, the lead governor can look at the 24 hour curriculum. Chair added that all governors are responsible for Curriculum in some way.		
3.2	NJ explained that communication and interaction is a big part of the curriculum vision. NJ explained that it is around how pupils communicate their thoughts, feels and understanding with others. NJ added that this is built into the curriculum formally and informally.		
3.3	AT explained that one element of communication and interaction is SALT. AT explained that we have one SALT assistant and one SALT		

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	therapist. AT explained that SALT is used throughout the school and is part of our teaching and informs teaching.		
3.4	AT explained that staff model language all of the time, including modelling feelings. AT explained that we also use thinking out loud, so for example if there is an exam question on the board, the teacher would ask how would we approach the question, what is the structure, what are the key words. AT added that modelling is a big part of this. AT gave other examples on the upper site, key words for that lesson will be on the board as word maps; and on the lower site, there are three communication boards in the playground and dining room. AT explained that pupils can use these to touch to ask for what they want. AT explained that we also teach vocabulary and encourage the learning of new words. AT explained that there is an idiom of the week, along with a word and number of the week, which is introduced at the beginning of the week and used throughout the week to support pupils. AT said that pupils have opportunities to have a look at new words, break them down and learn their meanings. AT added that there has been vocabulary training for teachers on both sites.		
3.5	AT explained that resources are made for each topic/subject, and SALT JPar also goes into classes to ask what resources teachers need. AT explained that using key terms on a day to day basis supports pupils to engage, motivate them and help them to settle in to learning. AT explained some of the ways SALT support is provided including setting targets, working with pupils 1:1 and social interaction in small groups. AT explained that once we identify what type of support is needed, we leave the teacher to work with it for a few weeks before it is reviewed. AT added that JPar also goes into classrooms to look at the class as a group to identify any other areas that need support. AT said that we might then give teachers strategies or a mini action plan. AT added that there are also social interaction sessions through life skills.		
3.6	AT explained that there is a whole school approach and since September, there has been teacher training including Lego training and interactive story telling. AT explained that to ensure our young people get access to SALT, there is a system where sometimes it is teacher led and sometimes SALT team led. AT added that the SALT team do modelling for the rest of the staff. AT said that a small number of pupils use their high tech communication device to talk to staff. AT explained that for next term, we are looking to complete all class assessment to inform further reinforcement of our SALT offer.		
3.7	Chair said thank you to NJ and AT. Governor asked what PECS means. AT explained that it means Picture Exchange Communication System and that it is singular cards with words on them for pupils to use.		
3.8	MM said that it was very comprehensive and interesting, particularly the new developments for children who are non-verbal and starting from non-communication.		
3.9	NJ explained that we have a variety of students with different communication challenges and needs. NJ said that the next step,		

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	<p>when visitors are allowed in school, is for governors to come and see this in action. NJ added that Communication is everything that we do and very much part of the curriculum.</p> <p>MM agreed that people who are not teachers, need to see it happening to fully understand it.</p> <p>Chair said we look forward to seeing it in real life.</p>		
3.10	JB joined the meeting.		
4.0	Parent and Community		
4.1	<p>Governor explained that Covid has thrown a spanner in the works for some elements of community engagement but he has spoken to some key staff. Governor said that he still needs to catch up with GT who is on the PSFA.</p> <p>Governor explained that pupils have been making small gifts and cards to give to the residential homes in the community and cards and small gifts are also going to be given to the cruise ships in Torbay for Christmas. Governor explained that it is nice to do this for two very different groups of people, one from the local community and another who have been affected by Covid. Governor said that this was a nice touch.</p> <p>Governor explained that there are some suggestions for when restrictions are lifted including doing some form of open evening where we invite local residents to come to the school for a coffee from the barista machine which pupils have been trained to use. Governor added that during the opening evening, we can talk to local residents about parking on the road, further explain the future development of the Sports Hall and pick up area.</p>		
4.2	<p>Governor said that for the next report he will speak to the PSFA to find out what they are doing.</p> <p>Clerk added that the PSFA have been doing quite a lot behind the scenes in terms of funding, including funds being raised for the Forest School, but have not done any parental engagement due to Covid.</p> <p>Chair thanked governor for the summary.</p>		
5.0	Head Teachers Update		
5.1	<p>Covid-19</p> <p>MR explained that we have moved from lockdown to Tier 2 but very little has changed in school. MR said that the slight changes to the guidance are reflected in the risk assessment. MR explained that we continue to concentrate on the promotion good hygiene and social distancing wherever possible. MR explained that there are however limitations around being able to socially distance from pupils. MR explained that there are some discreet bubbles, and as much as possible, mixing is limited between lower site and upper site. MR added that some subjected specific teachers and SLT work across the wider school. MR explained that the lower school classes are much more static and can be maintained in classroom groups for the majority of the time. MR added that transition for subject specific class means more movement on the upper site and more mixing,</p>		

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	therefore more individuals would need to self-isolate in the event of a positive case on upper site.		
5.2	MR explained that we have had two positive cases, both within the same lower school class. MR explained that we managed to track the contacts with the positive cases in quite a discrete way. MR explained that only 8 pupils had to self-isolate. MR explained that if there was a case on the upper site, it would be likely that we would be closing the majority of upper site classes which could be up to 80-90 pupils self-isolating at once. MR added that it is unrealistic to minimise mixing further than we are doing without having a detrimental impact on the quality of education, and increasing anxieties and behaviours.		
5.3	<p>Chair asked how much staff absence there has been.</p> <p>MR explained that on one day there were approximately 25 members of staff off which is a lot. MR explained that at that point, we were getting in as much supply as we could and supply became limited, so we were nearly at the point of having to look at plan B where we may have required to educate some classes for some time remotely. MR explained that some periods of self-isolation then came to an end so staff came back. MR said that today there less than 15 staff off which is significantly better.</p> <p>MR said that he wants to share a massive thank you to the staff team as staff have been working extremely hard as they are aware of the amount of disruption that staff absence has on our young people. MR added that the staff team has really pulled together. MR said that he is hopeful that for the next two weeks, staffing will be as stable as it has been for the last two weeks.</p>		
5.4	<p>Governor asked what the provision was for Clinically Extremely Vulnerable (CEV) staff.</p> <p>MR explained during lockdown, staff were not required to be in school. MR said that since the end of lockdown we are in Tier 2, and the guidance is that CES staff are expected to be in school. MR explained that CEV members of staff have all been offered a revisit of their personal risk assessment. MR added that on the back of that, we have made some small adjustments to further enhance the measures in place for those staff. MR said that it is clear within the guidance that within Tier 2, CEV staff and pupils are safe within the school environment if the measures the government promotes are being implemented to the best of the school's ability. MR added that we are taking the measures promoted by the government to reduce risk. MR added that we cannot remove risk all together. MR said that we have been honest with the staff team and our risk assessment is honest. MR added that staff have responded positively to the risk assessment.</p>		
5.6	<p>Remote Learning Plan</p> <p>Governor acknowledged that the document was thorough but what pupils can access is dependent on their home circumstances, (wifi access etc.). Governor asked if there have been any issues with this. MR said that it has presented some problems. MR explained that we have sufficient devices for pupils who don't have IT at home. MR</p>		

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	explained that we have also been providing paper based resources where required. MR added that some staff have also provided sensory resources and boxes of resources. MR said that all pupils are receiving learning materials they can access.		
5.7	<p>Governor asked how many have had a positive test result.</p> <p>MR said that we have only had one pupil and one member of staff who has received a positive test result.</p> <p>Governor asked if there are plans from Devon County Council for onsite testing for staff.</p> <p>MR said that we have not had anything suggested but we do have a limited number of test kits which we can utilise for a member of the school community struggling to access a test.</p>		
5.8	<p>Governors recognised how difficult it has been for all staff.</p> <p>Chair said that she appreciates the challenges faced by all schools, and especially our school due to the nature of the pupils. Chair said that staff have been amazing, have stepped up, pulled together and positively supported children and families in the best way they can.</p>		
6.0	Monitoring and Evaluation		
6.1	<p>Headteachers Report</p> <p>Governor asked what EWO and EHCP mean.</p> <p>MR explained that EWO stands for Education Welfare Officer, and is someone who advises on attendance. MR added that they have the statutory powers to prosecute families for attendance issues and can issue penalty notices. MR explained that our EWO has been working with us since the Ofsted inspection and has been invaluable in helping us to move forward. MR explained that EHCP stands for Education Health and Care Plan and it brings together the three elements to support the child with a holistic package. MR said that the documents are useful but are flawed in several areas. MR added that health and social care don't work effectively enough with education and education carry the majority of the responsibility. MR explained that the local authority fail to update the EHCP every year.</p> <p>MR said that we will review documents before they go to governors to clarify any abbreviations.</p> <p>Governor asked if a glossary of terms could be put together.</p> <p>Clerk said that she would do that.</p>	A	AN
6.2	<p>Governor said that having a four year comparison is very helpful and shows clear improvements. Governor asked why there are more exclusions this year.</p> <p>MR agreed that if we project, there are many more exclusions this term than we would normally expect. MR said that somethings that we offer as alternatives following highly challenging behaviour haven't been available at all times during this term due to Covid, for example providing an opportunity for pupils to learn away from peers. MR said that due to some restrictions within off site facilities, this option hasn't always been available. MR said that some exclusions might have been able to be managed if it was not for Covid. MR explained that there has been deliberate spitting which has been a contribution to exclude</p>		

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	<p>on some occasions. MR explained that we currently have a few pupils who don't quite fit with what we can offer, and a couple who are presenting behaviours that are right at the top of what we can deal with. MR said that we are not ready to give up, and are supporting the pupils to positively engage in school. MR said that there are some pupils for who we can't meet need.</p> <p>Governor asked how the school is trying to reduce the number of exclusions now.</p> <p>MR explained that some things are now back up and running. MR said that we have employed an alternative provider (1:1 Mentors) to work offsite with some pupils and we are using the Manor House as one of our remote learning venues. MR explained that something we have introduced recently is before pupils come back into school following an exclusion, even though they are still within the exclusion period, staff go out to their home to work with the pupil and do some restorative work with them prior to returning. MR explained that although high, the days of exclusions also include the outreach support. MR explained that we do not exclude without full consideration, and it is always authorised by MR but it is never done in isolation but having consulted with people who were overseeing the issue. MR added that it is usually quite a long debate as no one wants to issue an exclusion.</p>		
6.3	Chair said that SLT collectively have created a good report and that the graphics are really helpful.		
6.4	Governor said that despite the pandemic, it is pleasing to see that the school's attendance figures are above the national average. Governor added that this is commendable.		
6.5	MR said that the highlights of the report are the attendance figures being above average, serious incidents and physical interventions being down on previous years and the quality of teaching and learning progressing.		
6.6	BS left the meeting.		
7.0	Personnel/Staff Wellbeing		
7.1	Governor explained that there was one action from the report around anonymised data from EAP to see whether the service is used. Governor explained that we have been told that the service has been used for 5 calls during the last 12 months but they cannot provide any more detail than this. Governor said that as it has been accessed, it is worth keeping it in place.		
7.2	Governor explained that she met with MR, AKin and NPy. Governor explained that SLT are offering a variety of support for staff wellbeing. Governor said that there are lots of ways in which staff can reach out for support, and part of that is coaching and peer support which is more prevalent than previously. Governor said that she felt reassured that enough was being offered.		
7.3	<p>Governor asked who gets involved in the interview panels and whether there is enough diversity.</p> <p>MR explained that it is mostly females on the interview panel. MR said that we could look at trying to balance the interview panel but we try</p>		

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	<p>to look at the best people for the interview panel. MR said that there is always a member of SLT on the panel, and then whoever is best to be on the panel as well. MR explained that we are currently interviewing for an additional school counsellor, so for that, we will include an existing school counsellor on the panel. MR added that if we are employing someone within admin, someone from admin will be on the interview panel.</p> <p>Governor asked if the school could have a look at the diversity of the panels and whether any improvements can be made.</p> <p>Governor agreed that it is something we should be conscious of but understands that there are naturally more women in some schools. Governor said that she would keep it in mind for future monitoring visits.</p> <p>Governor suggested that some staff do diversity training.</p> <p>Clerk to look at what diversity training is available.</p> <p>Governor agreed that training would be a good idea.</p>	A	AN
7.4	<p>Staff Wellbeing Report</p> <p>Governor said that it was a very good report.</p> <p>Chair explained that we are rearranging the dates for Julie Cornwell to come into school who will speak to groups of staff who have been randomly selected, with some staff requesting to meet with her. Chair added that this is an opportunity for staff to speak to an outside independent person. Chair said that this had been delayed from November due to the lockdown.</p>		
8.0	Policies – To be ratified by governors		
8.1	<p>Outdoor Education, Visits and Off-Site Activities Policy</p> <p>No comments or queries.</p>		
8.2	<p>SEND Policy</p> <p>Governor suggested that the list of policies be removed as they change all of the time.</p>	A	AN
8.3	<p>Relationships and Sex Education Policy</p> <p>No comments or queries.</p>		
8.4	<p>Behaviour and Welfare Policy</p> <p>Clerk explained that the policy had been shared with all staff as a draft when it was shared with governors and there has been a lot of feedback from staff about it, which is great.</p> <p>Clerk explained that the suggested additions from staff are to include racism within serious incidents and a paragraph about merits.</p> <p>Governor said that some of the dates also need changed and the list of policies to be removed</p> <p>Clerk asked if governors were happy to approve the policy on the basis that these are added.</p> <p>All governors agreed.</p>	A	AN
8.5	<p>LF proposed to ratify all four policies, JB seconded, and agreed unanimously.</p>		
9.0	Clerk Update		
9.1	<p>Governor Awards</p> <p>Clerk explained that the nominations had been shared with governors.</p>		

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	Governor said that some of the stories were really impressive and it was great to see a lovely spectrum of achievement. Chair said that it would be nice for governors to physically present the awards when they can after Covid.		
10.0	Items Brought by the Chair		
10.1	Governor Development Day Chair said that she has made enquiries about doing a facilitated session for couple of hours with Governor Services. Chair said that she was thinking of doing it in February/March. Chair asked what time of day governors feel they would be able to commit to. Governor said that between Monday and Friday would be best. Governor said that end of day would be better. Chair said that she feels it would be useful to do something together so that the governing body are working efficiently and as best as we possibly can. Governor asked if we could wait until the new year so governors can work out when they will be available. Chair said that she was happy to wait until the new year.		
10.2	Chair explained that the Teachers Pay Committee had taken place with herself, LF and RM. Chair explained that they were given information on the appraisal cycle of 33 teachers with recommendations from SLT and MR for the pay and performance increments for all teachers. Chair said that she was very pleased to see of 33 teachers, all 33 apart from one were successful in their appraisal and where appropriate, have been recommended to move up the pay scale. Chair said that they were assured about the process and are happy to approve the pay proposals. MC proposed that the pay proposals are accepted, SP seconded, and approved unanimously.		
11.0	Matters arising from minutes of last FGB2 on 9 November 2020 including progress made on the actions raised		
Summary of Action to be completed from FGB2			
4.4	Share curriculum presentation with governors	AN	Done
5.2	Thanks and congratulations to be passed to the care team from governors following the Ofsted Social Care report	AN	Done
6.1	Wellbeing update for next FGB	AN	Done
9.2	DSL to be asked to do a year by year comparison for CPOMS entries in the future	LF	Deferred
10.2	Annotate the website compliance report with actions which have been completed	MR	Deferred
11.2	Share views on Acceptable Behaviour Policy with HR	AN	Done
11.3	Clarification around the process of pupils returning devices to school	AN	Done
11.4	Make sure the Online Safety Policy is on the website	AN	Done
12.1	Remove alerting lead governors of policies for renewal from the Policies Terms of Reference	AN	Done

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12.2	Share the nominations for governors awards without pupils names	AN	Done
15.1	Check the figures for Annex Rs and new pupils within FGB1 minutes	MR	Done
12.0	Last FGB minutes to be signed and agreed		
12.1	Minutes from FGB2 approved and will be signed physically at the next opportunity.		
13.0	Date and Time of Next FGB		
13.1	Monday 11 th January 2021 at 5:00pm.		
14.0	AOB		
14.1	<p>Post 16 Bursary</p> <p>Governor explained that we have purchased a second hand minibus and have spent a significant amount of money on ICT for Post 16. Governor said that there has all been a request to buy some audio equipment which he is happy to approve. Governors explained that after taking away the VAT, it still leaves over £20k from the Post 16 bursary money. Governor said that he would like the funds to be spent by the end of this financial year. Chair agreed but said that we need to spend it on the right things and the right age group.</p>		
14.2	<p>Governance during Covid</p> <p>Governor explained that himself and another governor took part in a governance training course around Covid. Governor said that they discussed what governors can do to reduce the workload for staff and the importance of paying attention to the wellbeing of the head teacher and staff. Chair said that we need to make sure that as a FGB we need to take this seriously. Chair said that she is constantly checking in with MR. Chair suggested that when governors talk to their key members of staff, to ask them how they are. Governor suggested doing a quick 5 minute video from governors to staff to make them aware that we are here and thank them for what they are doing. Governor said that this would be more interactive than just sending a letter. Chair said that this was a great idea and would discuss how to do it with Clerk.</p>	A	MC/AN
15.0	Part II		
15.1	Part II.		

Dates of Future Meetings			
House Keeping 03.09.20	FGB4 11.01.21	FGB8 14.06.20	
FGB1 28.09.20	FGB5 08.02.21	FGB9 19.07.20	
FGB2 09.11.20	FGB6 15.03.21	TPR To be confirmed	
FGB3 07.12.20	FGB7 26.04.21	HTA To be confirmed	
Summary of Action to be completed – EXECUTIVE PRINCIPAL / SLT / GOVERNORS		Who	Complete by
6.1	Glossary of terms to be put together for governors	AN	ASAP
7.3	Look at what diversity training is available	AN	ASAP

8.2	Remove list of policies from SEND policy	AN	ASAP
8.4	Make changes to Behaviour Policy	AN	ASAP
14.2	Discuss how to create a video with governors to share with staff	MC/AN	ASAP

Minutes Agreed by Chair of Governors

Signed _____

Dated _____