

Meeting	Full Governing Body Meeting			Meeting Reference	FGB6
Date	15 March 2021	Time	5:00pm	Location	Teams

Name	Initials	Governor	Lead	Present	Apologies	Other	Sanctioned
Maggie Carter	MC	Foundation	Chair of Governors	Y			
Robert Simpson	RS	Foundation	TBC	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	N	Y		Y
Helen Bartlett	HB	Co-opted	Pupil Progress and Data	Y			
Charles Wilson	CW	Parent	Premises/H&S/Risk Assessments	Y			
Joe Belso	JB	Parent	Finance	N	Y		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)							
-							

Agenda	
1	Welcome and Apologies for Absence
2	Attendance & Business/Pecuniary Interest/Register
3	Last FGB minutes to be signed and agreed
4	Matters arising from minutes of last FGB5 on 8 February 2021 including progress made on the actions raised
5	Headteachers Update
6	Headteachers Report
7	Local Governing Board
8	Safeguarding and Residential
9	Pupil Data
10	Attendance
11	Policies – To be ratified by governors
12	Clerk Updates

13	Items Brought by the Chair
14	Date and Time of Next FGB7 meeting
15	AOB
16	Part II

Item	Subject	A/D	Who
1.0	Welcome and Apologies		
1.1	Apologies from JB and BS.		
2.0	Attendance & Business/Pecuniary Interest/Register		
2.1	No conflicts of interest noted.		
3.0	Last FGB minutes to be signed and agreed		
3.1	Minutes from FGB5 agreed and will be physically signed when possible (Covid-19 restrictions).		
4.0	Matters arising from minutes of last FGB5 on 8 February 2021 including progress made on the actions raised		
Summary of Action to be completed from FGB5			
3.9	Staff survey on traffic lights	JL	Complete
7.1	Curriculum agenda item	AN	Deferred
8.1	Confirmation that support is in place for staff who are shielding	MR	Complete
10.1	Changes to Covid Safeguarding Appendix	AN	Complete
13.0	Staff workload agenda item	AN	Deferred
13.0	Response to gaps between pupil premium/sports premium across key stages	MR	Complete
5.0	Headteachers Update		
5.1	<p>Academisation</p> <p>MR explained that we have been working hard on the transfer process, providing lots of documentation around due diligence so the Special Partnership Trust (SPT) have a clear understanding of the strengths and weaknesses within the school. MR said that this process has been time consuming. MR said that HC has led a large part of this, providing financial, health and safety and maintenance. MR said that HC has done a great job and we are close to providing everything we are required to provide. MR explained that an important step was the employee liability info where we had to get confirmation on people's personal information for the ongoing processing of pay. MR said that the pay provider will change from Devon County Council to Cornwall County Council. MR explained that the process was largely completed on Friday, with the majority of information correct and only a small number of anomalies noted within the return. MR added that some things might transfer as they are if we are not able to resolve them. MR explained that there have been a couple of questions about start dates within school. MR explained that we are able to demonstrate contracts they have in place, but some felt that they had contracts prior to that but have no records of this. MR said that we can</p>		

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	investigate through payroll but these queries may transfer with a note stating that a query has been raised.		
5.2	MR explained that the Education and Skills Funding Agency (ESFA), who are responsibility for part of the funding that trusts are able to access, came into school to do a financial scrutiny of the school. MR explained that we haven't been provided with a report yet but the initial feedback was positive. MR explained that our targets around staffing levels are positive and SLT as a percentage of our income is a reasonable level. MR explained that the auditor gave the feeling that she was happy with everything she saw. MR said we might not receive a copy of the report as it goes to SPT but we have requested a copy. Chair said that it was a helpful session and the person doing the audit has looked at 62 special schools across the country so she is very experienced in special school funding and understand the nature of the school's financial situation. MR said that the feedback was positive and she was hopeful that she would be able to share the report with us.		
5.3	MR explained that members of SLT from SPT have been working with NJ and JW, starting the process of planning ongoing school improvement and aligning processes and priorities. MR said that has been really positive, collegiate and open, and is really pleased with the way things are going.		
5.4	MR explained that we are getting towards the end of the TUPE process which closes on the 19 th of March. MR said there have been quite a lot of questions now, with the majority for SPT who have maintained an FAQ document, responding to each question as they have been raised. MR added that if we have been able to answer the questions we have done so. MR explained that we have been giving feedback to all staff as we go. MR said that next step will be for him and Chair to look at the questions and put together a summary report with an overview of the type of questions asked and responses given. MR said this will then be shared with governors so they can ask questions and challenge around the consultation process. Chair explained that there is an additional governors meeting next Monday with the aim to provide an update on the TUPE consultation outcomes. Chair added that governors will also need to be provided with the end of year financial report, information about the contracts we are maintaining with outside organisations/services and an update around recruitment.		
5.5	Ofsted MR explained that the Ofsted report has been shared with all non-staff governors and it will be published on the 17 th of March. MR explained that he is meeting with staff tomorrow to go through the Ofsted report with all staff.		
5.6	Covid-19 MR explained that on the 8 th of March, we welcomed all pupils back in to school for full time face to face full education. MR said he is pleased with the work the staff team have done to reassures parents and		

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	<p>pupils about returning to school. MR explained that one of the most significant changes we have put in place is testing twice a week for staff which was initially in school but has now transitioned to taking staff completing the tests at home. MR said that home testing kits have been provided for staff to take home and carry out the tests from home. MR explained that over the last couple of weeks, we have offered pupils to undertake lateral flow testing in school to help them to develop competency prior to them being able to take test kits home and undertake the tests themselves from home. MR said this is for year 7 and above. MR explained that there are 138 eligible pupils and around 65 pupils have accessed up to three in school tests to develop competency to then take tests home. MR said he is pleased with the uptake. MR said he was concerned that pupils would find it really difficult to engage in testing but they have been fantastic in engaging with it in school. MR added that it is amazing that almost 50% of pupils want to undertake the testing. MR said that HS has taken a leading role in organising and driving lateral flow testing within school and the group of volunteer staff who have worked incredibly hard to deliver tests and support pupils to be able to engage. MR said that they all deserve a big well done.</p> <p>Chair said that she will write a thank you to the team from governors.</p>	A	AN
5.7	<p>Chair explained that the majority of pupils have returned to education in school with only a few not currently attending. Chair explained that staff are working incredibly hard to support those pupils to re-engage in school. Chair added that the vast majority of pupils have successfully returned and this is a massive credit to the staff team who have worked really hard to support the pupils back into school. MR said last week, the attendance figure was 88% which is brilliant and in line with our expected figure in a normal year.</p>		
5.8	<p>Governor asked why some pupils have been reluctant to return.</p> <p>MR explained that some pupils have been anxious about returning to school for various reasons – being off for a long time, falling out with peers, being in year 11 and not understanding the point in returning. MR explained that two pupils have joined very recently and their attendance was very low at their previous school. MR said that we are working hard to engage them during a tricky time and have a plan in place for this. MR explained that one pupil is shielding but is being supported by an MSI worker and remote learning has been provided. MR explained that a couple of pupils and parents have said that they want to stagger their return back into school. MR said that parents are aware that this will be marked as unauthorised and the EWO is also aware.</p> <p>MR explained that there is also one pupil in a different country who would have to self isolate in a hotel room on return to the UK which would not be a positive experience for them. MR said on the whole, pupils have returned positively.</p>		
6.0	Headteachers Report		

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6.1	<p>Governor said that the Headteachers report produced every time is excellent and full of information.</p> <p>MR said that it is a whole senior team document.</p> <p>Governor asked if there could be a summary.</p> <p>MR said that would make sense to have a summary headlines, issues and progress. MR explained that we will have to see what SPT's expectations are with regards to reporting to the LGB. MR said it would make sense that LGB and trust reporting feed into each other. MR explained that SPT work on KPIs rather than the narrative version we use but they are keen to harness best practice so if they like our way of reporting might introduce it across all their schools. MR said if we continue to provide reports of this nature, we can add a summary. Governor agreed to put this on hold until expectations are clear.</p>		
7.0	Local Governing Board		
7.1	<p>Chair explained that she has made contact with LJ who is Head of Governance and Leadership Support at SPT and leads on governance across trust. Chair said we have sent a lot of information which went to governors in February. Chair said that all governors have been asked whether they would be happy to transfer to the LGB from the 1st of April. MR said that everyone apart from one governor want to remain as a governor and transfer to the LGB. Chair explained that due to the changes in the terms of reference going from a FGB to a LGB, we are currently asking nominations for staff and parent governors with the closing date on the 23rd of March with voting during the following week if there are more nominations than vacancies. Chair explained that although BS is currently a co-opted governor, as he is a member of staff, he will need to be voted in to the position of staff governor. Chair said that BS will decide whether he wants to take part in the election.</p> <p>Governor asked if this would be the same for RM who is a co-opted governor but also a parent.</p> <p>Chair said that we will check with governor services but believes it only applies to staff.</p>	A	AN
7.2	<p>Chair said the typical meeting pattern for a LGB is to meet once a term. Chair said at the moment, we meet nine times a year which is three times per term. Chair explained that we have already got dates fixed for April, June and July which will remain as they are. Chair said the 26th of April date will be used as an induction programme for governors with GC, LJ and RZ. Chair said we will check whether this will be on Teams or in person.</p>	A	AN
7.3	<p>Chair explained that we currently have a lead governor role structure. Chair said that LJ has sent information about typical lead governor roles within a LGB with about 15 roles listed. Chair said that these are the roles that need to be fulfilled and we will need to consider who will do each roles. Chair said that some roles can be combined.</p> <p>MM asked if Chair could clarify her position.</p> <p>Chair said that she needs to further discuss the role of an associate member with SPT. Chair said that SPT don't have associate members</p>		

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	<p>at moment but are happy to discuss. Chair said that she hopes we can find a way to keep MM involved.</p> <p>Governor asked if there are any HR roles.</p> <p>Chair said there is a role for personal development, CPD and wellbeing. Chair said that Clerk will send the roles to governors again. Chair asked governors to respond indicating the roles they are interested in.</p>	A	AN
7.4	Chair said if governors have any questions, they can send them to Clerk who will direct the questions to SPT.		
8.0	Safeguarding and Residential		
8.1	<p>Safeguarding</p> <p>Governor explained that staff are now recording their own logs on CPOMS rather than the Safeguarding Lead and Deputy logging them. Governor explained that the importance of keeping training records up to date was previously discussed and this has been reviewed by RA who has done a good job to get on top of this. Governor added that refresher training is now being done. Governor explained that Ofsted themselves have noticed these improvements which will give us a good assessment on where we are with safeguarding and attendance. Governor said that online safety has been nationally a big and difficult issue during lockdown and it is great to see the importance of the school making this a priority. Governor said that it would be good to further explore how to share online safety information with parents. Clerk confirmed that parents are currently being sent weekly online safety information as part of the weekly parent letter.</p>		
8.2	<p>Residential</p> <p>Governor said that his discussions around the residence are very positive but there is the issue around under occupancy. Governor said that academisation may change that for the better. Governor said that it is currently a wasted resource.</p>		
8.3	<p style="color: red;">Governor asked if we can try to the increase occupancy within the residential set up and how we could better use the resource.</p> <p>Governor said that it is mainly around funding. Governor explained that if the local authority accepts a child to be placed into residential, the responsibility is with the 0-25 team. Governor said there is some reluctance to place pupils residentially. Governor said it sounds like academisation might provide more opportunities to get appropriate pupils into residential places.</p> <p>MR said that we are funded for all residential places at the moment. MR said that we are a bit vulnerable as the provision isn't anywhere near capacity for the pupils we are funded for. MR said that currently, all places are funded by education unless there is a specific agreement with social care. MR said that some residential places are agreed through the pupil's EHCP so education accept the place. MR said the issue with it being part of the EHCP is that it is difficult to remove it.</p> <p>MR explained that there was a change a within social care a few years ago which moved to focussing on keeping pupils within their family home and community to maintain continuity. MR said that we seem to be moving back to it being more acceptable for some young people</p>		

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	<p>to be placed residential if it is the right things for them. MR said that sometimes the realisation that residential would benefit a pupil isn't early enough. MR explained for some pupils, if residential was put in place straight away, it could have been fantastic support, but if left too long, their behaviours and presentation may deteriorate and become beyond what we can offer. MR said from a residential point of view, we have got an early plan that we would like to offer year 11 pupils to start preparing for independent living by staying residentially for a period of time but we need to enter negotiations with the local authority about utilising some places on a short term basis as enhanced education. MR said that JW is leading on a plan for this. MR said that this has been on the back burner due to Covid but is now something we are discussing with Pencalenick.</p> <p>Chair said she hoped that we would be able to use the residential provision more creatively how facilities are used.</p> <p>Chair asked if we have ever provided a residential place for pupils not at OMS.</p> <p>MR said that as OMS residential special school, we have not, however at one stage, Oaklands Park school was a children's home and were able to provide respite care for non-residential pupils at this school. MR said the registration change took place about 5 years ago so we are now not registered to provide that facility.</p> <p>Chair said that there is a potential piece of work which can take place between us and Pencalenick around the best use of the facilities we have got on site. Chair agreed that it is an under used resource.</p>		
8.4	<p>Governor asked if there will likely be any change of relationship between DCC and us due to academisation.</p> <p>Chair said that placing decisions and commissioning of places is still DCC's responsibility. Chair said that DCC will still need to have an overview of all places and discussions around that will still have to take place. Chair said that a conversation also needs to take place around the school's continued relationship with Devon schools.</p> <p>MR said that we haven't had that conversation yet but we are certain that we want to maintain a strong and positive relationship with DCC and Devon schools.</p> <p>Governor asked about the school's relationship with SENTient trust going forward.</p> <p>MR said that we will no longer be a member of the SENTient trust but SPT have expressed an interest in maintaining professional relationships between them and SENTient trust. MR said that there are challenges around how that will actually work as the rest of the schools are part of a cooperative foundation trust and we will be part of multi academy trust. MR said there is sufficient commitment to maintain that professional relationship.</p> <p>Chair said that the sense from the SENTient trust is that they want to maintain a relationship with the school and continue collaborating as this has benefitted both pupils and staff over the years.</p>		
9.0	Pupil Data		

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9.1	<p>Governor explained that the report was submitted in conjunction with information from RS. Governor said it was her first attempt at doing a monitoring report. Governor said that the feedback is positive. Governor said that 100% pupils have made progress, even in a time where we have been in and out of lockdowns. Governor said since her report, we have also seen the Ofsted report which backs up that reading remains a priority and the thorough approach to remote learning. Governor said that the monitoring and Ofsted reports support what has been going on behind the scenes. Governor said that it was a helpful report and seems positive. MM said that there is some overlap into curriculum. Chair said that curriculum is a big role so it is good to have a handle on data and progress.</p>		
10.0 Attendance			
10.1	<p>Chair explained that she has had a look at the latest attendance policy which outlines the processes that are now being embedded. Chair said she was happy to approve the policy and added that it reflects what she has heard about the attendance processes.</p>		
10.2	<p>Chair said from the 8th of March, pupils were required to be back in school. Chair explained that attendance figures within special schools have been a lot higher during lockdown compared to mainstream schools due to the request from the government for vulnerable pupils to continue to attend school. Chair said that our overall attendance figure has therefore not dropped as much as mainstream schools. Chair explained that attendance for the first week back with all pupils back full time was 88%. Chair said she was really pleased with that attendance figure and that children have embraced coming back to school.</p>		
10.3	<p>Chair explained that there were 67 pupils whose absence is below 80% as of the 1st of March, which has been particularly affected by lockdown. Chair added that 34 of those pupils were not attending school during lockdown as parents requested that they remain at home and do remote learning. Chair said that all pupils were offered at least two days of in school education during lockdown. Chair explained that if parents want to keep their child at home from the 8th of March, this will be marked as unauthorised absence as the government is saying that all pupils should all be in school. Chair explained that the school have been working with the EWO, who follows up persistent absentees, and they said that they are not currently following up or enforcing attendance where there are low levels of attendance due to pupils returning and reintegrating back into school following lockdown. Chair explained that the data is positive and the school will be working hard to continue to support pupils to fully reintegrate back into school this term. Chair said that we need to keep an eye on persistent absentees and be clear with parents that if they choose to keep their child at home, it will be unauthorised absence.</p>		

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10.4	Chair said that attendance for all vulnerable groups is positive, with only a bit of a dip for FSM pupils but this figure includes two pupils with a long history of non-attendance and the school are working with these families.		
10.5	MR clarified that the 88% figure is for just one week rather than an accumulative figure. MR said the week before, when we were still in lockdown, the one week figure was 68%. MR explained that the accumulative figure up to the 1 st of April is 81%. MR said that this is really positive and it is great that parents have embraced the opportunity for pupils to return to school. MR explained that several of the persistent absentees have a part time timetable to support them to increase their attendance in school. MR added that there are also a couple of new pupils to the school who are not on part time timetables to support their transition into school.		
11.0	Policies – To be ratified by governors		
11.1	Finance Policy No comments or questions. The policy was adopted.		
11.2	Safeguarding Adult Appendix LF explained that this relates to safeguarding adults as some pupils are over the age of 18, so are therefore legally adults. LF explained that the school has to have a policy to cover that and it has to be in line with the main safeguarding policy. LF said JW has done a good job with the policy, found a model policy and worked on it. The policy was adopted.		
11.3	Chair explained that the Lettings Policy, Charging and Remissions Policy and Attendance Policy are being approved by lead governors.		
12.0	Clerk Update		
12.1	Art Competition Clerk explained that due to the amazing pieces of work, all pupils who entered would receive an Easter egg. Clerk thanked governors for their votes on the pieces of artwork created by pupils and reminded governors who hadn't already done so to vote. Clerk said she would share the results with governors. Governors all agreed that this was a lovely idea and that all of the artwork was great.		
13.0	Items Brought by the Chair		
13.1	None.		
14.0	Date and Time of Next FGB		
14.1	Monday 22 nd March at 5:00pm for extraordinary meeting. Monday 26 th April at 5:00pm for the next FGB. This will be an induction session with SPT. Chair said that this is the last full governors meeting before the transfer to SPT. Chair thanked everyone for their time and contributions over the last few years. Chair said she was pleased that all governors except one are staying to become part of the LGB.		
15.0	AOB		

Item	Subject	A/D	Who
15.1	None.		
16.0	Part II		
16.1	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
5.6	Send thank you letter to the testing team from governors	AN	ASAP
7.1	Check with governor services if a parent can have a co-opted governor role	AN	ASAP
7.2	Check whether the 26 th of April meeting/induction will be in person or virtual	AN	ASAP
7.3	Send LGB lead roles to governors	AN	ASAP

Minutes Agreed by Chair of Governors

Signed _____

Dated _____