



## SIDESTRAND HALL SCHOOL

### **Minutes of Full Governing Body Meeting held on Wednesday 7 July 2021 at 3.30pm via Teams**

Participating: Angela Wrighton (Chair), Viv Harrington, Paddy Bennett, Roger Billings, Rachel Middleton, Natasha Allen, Shelley Taylor (Acting Head), Lloyd Johnson, Peter Godfrey, Paul Hinson, Marie Greer, Harvey Barrington (Associate Governor), Gill Leah (Clerk)

***Governors' questions and comments are in bold and italics.***

#### **1. Welcome**

The Chair welcomed everyone to the meeting.

#### **2. Consideration of apologies for absence**

Received and accepted from Fiona Hall and Sarah Young.

#### **3. Resignation of Jo Callender and move to appointment of Marie Greer as Co-opted Governor**

Jo Callender had hoped to attend this meeting and personally tender her resignation because of her current increased working hours. However, she had not replied to the invitation. The Chair will send a card thanking her for all her contributions in the past. As there is now a vacancy for a Co-opted Governor, the Chair proposed that Marie Greer should be appointed. ***Governors agreed this unanimously.***

#### **3. Confirmation of the minutes of the meeting of 17 March 2021 and of minutes of Extra meeting on 14 April 2021 and Matters Arising from the Minutes**

Ten Governors had agreed these on Governor Hub. They were agreed to be accurate and would be signed by the Chair when possible. The Chair had recently signed the backlog of minutes and these had been filed at school.

Matters arising: The Chair had asked Educator Solutions whether it is possible to appoint an additional Staff Governor; it is not.

## **6. Headteacher's Report**

The Acting Headteacher had put together a report which was on Governor Hub; it had been signed by twelve people. This included information from the Key Stage leaders and pupil progress, safeguarding, LAC and residential.

***The Governors thanked her and other members of staff for the full and interesting report.***

She advised Governors that there would be two separate Summer schools offered during the holidays: HAF (Healthy Food) available for pupils on free school meals, and an educational catch-up funded by the DfE for Key Stages 3 and 4. Some TAs and teaching staff had volunteered. Sarah Young is liaising with staff.

In answer to questions, she said that it was just for our pupils, in groups of 10-15. It had gone out to 50 students yesterday and so far there had been 11 positive responses.

***Are teachers and TAs paid separately?*** They are paid by the funding provided, not from the school budget, according to the job they do.

***Governors would look forward to hearing about it in the Autumn term.***

***Is there information available about the Duke of Edinburgh Award Scheme in school?*** Two members of staff run it; contact should be made with them.

The Chair had received an email from the Headteacher about her secondment work. Apart from some continued liaison with a particular school, it was expected that her secondment work on transport will finish and be handed over to Local Authority staff.

14-25 workstreams are ongoing and she was not sure of the future plans.

Residential Project – a proper structure and business case needed to be presented, requiring liaison between LA departments and analysis of need, before the School could progress this but work on it will continue even if her secondment ends.

It is expected that the secondment would end in August but could continue on a 'pay and you go' basis or secondment for one particular project.

***Governors and the Head thanked Shelley Taylor officially for all the work she had done as Acting Head of the School. The Head had said that her secondment couldn't have happened without her.***

## **7. SIDP Update / Forward Planning**

The Acting Head said that not everything had been completed on the School Improvement Plan because of the pandemic. There is a new staffing structure in place, which will be embedded in September. Staff are completing development plans for each area of the curriculum. We now need to ensure that our assessment is in line with the curriculum. Special schools are now catering for pupils with more complex difficulties; the curriculum needs to be more individualised. It is important that EHCP (Education, Health & Care Plan) targets are linked to planning. Zones of Regulation need to be embedded and emotional literacy in our pupils developed.

Paul Nerney will become a trainer of Step On and Step Up and will deliver it to all staff.

The Chair requested that the SIDP be available for the Governors' first meeting in September.

## **8. Safeguarding Report**

This had been signed on Governor Hub by 9 Governors.

***Roger Billings said that he had met Mark Fincham and went through the report with him.*** There have been no drug-related incidents in School.

Governors were advised that there will be a new safeguarding policy in place very soon. The new "Keeping Children Safe in Education" only came out yesterday. Mark Fincham will update the existing policy in line with the new guidance. Governors will be asked to approve it as soon as it is available so that it is in place for the beginning of the academic year.

Governors were asked to read "Keeping Children Safe in Education" Part 1 and record that they have read it on their Personal Profile page on Governor Hub.

**ACTION: Governors**

Safer Recruitment training will be arranged shortly. Governor Safeguarding training will be done in September, if appropriate.

## **9. Ratify Budget Revision 1 already agreed at FPP**

***Governors ratified Budget Revision 1 which had been agreed at FPP.***

## **10. Ratify Policies**

Already agreed in PDBW:

Safe Touch 2021, Self Harm , Self-Injurious Policy, Visitor and Intruder security (now including a statement in reply to a concern raised by a Governor during the PDBW meeting), Staff code of conduct Policy Behaviour, Drugs Policy, Police Involvement Policy, Support and Supervision

Already agreed in SI&S: RSHE

Already agreed in FP&P: Absence Management, Capability Support Staff, Capability Teaching Staff

***The policies had been Governor Hub, had been approved in Committee and were ratified by the Governing Body.***

## **11. Site Manager and School Business Manager – honorarium payments agreed in FP&P (for information only)**

The Chair explained that this related to an annual honorarium payment to the Site Manager and a one-off payment to the School Business Manager. These had been agreed in Committee and ***were ratified by the Governing Body.***

## **11. Confirmation of appointment of Natasha Allen as Staff Governor and Harvey Barrington as Associate Member assigned to the SIS Committee with voting rights**

### ***The appointments were confirmed.***

Governors were asked to give some information about themselves, their backgrounds and interests.

## **12. Governor items**

- **Agree dates for Governor meetings for next academic year**

These had been on Governor Hub and signed by 11 Governors. They were agreed. They would be added to the Governor Hub calendar shortly.

- **Agree updated Governor page of SIDP**

This had been on Governor Hub and signed by 11 Governors. ***It was agreed.***

- **Agree Annual Governor Statement**

This had been on Governor Hub and signed by 11 Governors. ***It was agreed.***

- **Information regarding HTPM ongoing September 21 (verbal)**

Sarah Young's HTPM cycle had been extended last year due to her hip operation. Educator Solutions would provide an external advisor. ***The Chair would advise the date to the other Governor participants – Paddy Bennett, Roger Billings – when it was confirmed.***

**ACTION: Chair**

The other school staff would have their performance management by the end of October.

- **Update of Governor Information on Governor Hub as necessary**

Governors were asked to check the details on their profile on Governor Hub and make any necessary changes.

**ACTION: Governors**

The Clerk was asked to make the relevant changes to Governors' appointments on Governor Hub.

**ACTION: Clerk**

## **13. Any other business**

### **Training**

A training folder was in the FGB meeting folder, which were presentations of Governing Networking events which had been attended by Marie Greer. She said they were often not very well attended by Governors but recommended Governors consider attending. She found that many of them were not very relevant to special schools and the trainers could not provide information related to special schools when asked. Many of the questions which were recommended to be asked back at school were not relevant. She said she had found the 'Data' session complex and lengthy. She asked whether a session especially for Special schools could be requested.

### **Prize giving**

Since Government restrictions had not been lifted, adjustments to the format had been necessary. It would be held outdoors on 15 July, one in the morning and one in the afternoon. Leavers would have their records of achievement plus there were several prizes to be awarded.

### Big Tea

This would be held on 20 July in aid of the NHS. Key Stages would probably have to be kept separate. Natasha Allen would send an email to Governors detailing the arrangements.

The meeting closed at 4.10pm.

### ACTION ITEMS

<b>Action</b>	<b>By whom?</b>	<b>By when?</b>
8. Safeguarding – Keeping Children Safe in Education Part 1 to be read and recommended on personal profile of Governor Hub.	All Governors	ASAP
12. Date of Head Teacher’s Performance Management to be advised to RB and PB.	Chair	ASAP
12. Governors to update their information on personal profile of Governor Hub.	Governors	ASAP
12. Governor appointment changes to be made on Governor Hub.	Clerk	ASAP