

SIDESTRAND HALL SCHOOL



Minutes of Full Governing Body Meeting held on Wednesday 4 December 2019 at 3.30pm

Present: Angela Wrighton (Chair), Fiona Hall, Roger Billings, Rachel Middleton, Peter Godfrey, Paul Hinson, Paddy Bennett, Vivian Harrington, Sarah Young (Head), Shelley Taylor (Deputy Head), Gill Leah (Clerk).

Governors' questions and comments are in bold and italics.

1. Welcome

2. Consideration of apologies for absence

Received and accepted from Dianne Davis and Liam Davies. None had been received from Joanne Callender.

3. Agree and sign Code of Conduct and Register of Interests

This was done by those who had not done it already. They were still to be signed by Liam Davies.

ACTION: Liam Davies

4. Confirmation of the minutes of the meetings of 10 July 2019 and 17 September 2019

These were agreed and signed as a true record by the Chair.

5. Matters arising from the minutes of the meeting of 10 July 2019 and from the meeting of 17 September 2019

- Roger Billings would meet with Mark Fincham soon to discuss mental health.

ACTION: Roger Billings

- The Headteacher's Performance Management would be done on 12 December.

- Suitable arrangements to be made for parents transporting to and from school – no suitable solution had yet been found. This was ongoing.

- There had been no progress with the Thrive Garden up till now. Another contact would be made with the Probation Service to help with the work.

ACTION: Wendy Forster / Paul Hinson

Other action items had been actioned or were an agenda item.

6. Confirm amended Terms of Reference 2019-20

These had been updated with Governor names and were agreed.

7. Headteacher's Report

Governors felt that it was a detailed and informative report. The class and curriculum information was useful.

What is the White Rose? It is an intense programme focusing on maths skills for life. Free CPD would be provided for teachers.

A Governor stated he was concerned that the Local Authority expected the School to take greater numbers of children without being prepared to help or provide funding. The Head said that children now often had a greater medical need and/or behaviour issues. She gave a recent example of two pupils who were new to school, so had no risk assessment, who created a bad situation where the police had to be called. They had been excluded for two days.

Do you receive a report before they arrive? There are a greater number of children coming into the school who have been out of education for some time.

A Governor felt the County Council was letting down the school. Providing £500,000 would mean improvement to the condition of buildings. The Head said that she is part of NASSH (Norfolk Association of Special School Heads). Special Schools have a termly meeting with Local Authority officers. The Heads plan to lobby County Councillors at an appropriate time.

It may be the best thing to approach County Councillors direct. This could be an item for consideration by Governors.

8. Agree Budget Revision 2

This had been agreed in Committee. **The Chair proposed that it be accepted. The Governing Body agreed unanimously.**

9. Ofsted Framework and Inspection Format

Although the School is not due for an Ofsted inspection, the Chair suggested that all Governors read the resume in the half-termly Governor newsletter on Governor Hub. The Ofsted Inspection Framework was also on Governor Hub. **The curriculum is now a central issue so she urged Governors to ask questions about the curriculum.** Ofsted will make graded judgements using the four-point scale on: quality of education, behaviour and attitudes, personal development. Middle Leaders will have an important role in an Ofsted inspection. Inspectors will make "deep dives". The Head reported on two recent inspections; one was a special school that went from Outstanding to Inadequate. The curriculum needs to make links with previous learning and future learning.

What are we doing towards this? A curriculum review has already been done in Key Stages 4 and 5. New curriculum teams have been formed, e.g. English, Science, Technology, Creative Arts.

A report needs to be available to be discussed at the next School Improvement & Standards meeting. Middle leaders and teachers need to be knowledgeable.

Do inspectors specialise in one type of school? Is there a special section for special schools? In the old system every inspection team had to include an HMI, but no longer.

ACTION: Clerk (agenda item for SI&S)

10. Receive attendance update report and agree attendance targets.

Mark Fincham had provided an attendance report which was on Governor Hub. Attendance was currently at 91%. The Head explained that three children had poor attendance, one of whom had been prosecuted. Two have ASD, one of whom has medical reasons not to attend. One has very challenging behaviour. There are 79 days of holidays being taken since September.

Is there a policy? We follow the attendance policy. The Head said that there are many reasons for in-term holidays: some of the children find busy airports very difficult; some are given holidays by the County Council; many parents have seasonal work.

115 days have been lost through medical appointments. **A Governor said that because of the School's location, it was often necessary to take a whole day off to go to the hospital.**

Governors agreed to keep the 93% attendance target.

11. Discuss strategic direction (funding of new classrooms)

A discussion had already taken place about the increase in numbers and the poor condition of buildings. An architect was coming from the LA tomorrow.

12. Agree and ratify Administration of Medication in School Policy

A Governor wished it to be confirmed that only trained staff were allowed to give medication. The policy needed a slight amendment to include this.

Subject to this amendment the policy was agreed and ratified by the Governing Body.

Does every class have a trained member of staff? It is very difficult to organise as pupils need medication at different times of the day. Each Key Stage has a couple of people nominated. The medication box is located in each key stage. **Who holds the key?** The responsible two people in that Key Stage.

What happens with drugs that have to be kept chilled? They are kept in a locked fridge that is readily accessible.

13. Ratify policies

The following policies had been reviewed and approved in Committee:

- Guide on providing Quality Care for Pupils with Particular Religious, Dietary, Language or Cultural needs
- Bullying and Harassment
- Internet Social Networking
- Transgender
- Finance Policy and Scheme of Delegation
- Pay Policy
- 16-19 Bursary Policy

These were ratified by Governors. They were signed by the Chair.

14. Findings of Governor Skills Audit and any action necessary

The Chair asked whether the responses matched expectations. Governors felt that between themselves they had a comprehensive range of experience. The least knowledge and experience was related to the curriculum. **Governors were advised to come into school to find out more about the curriculum.**

The Head explained that there was a variety of curriculums; they were on SOLAR where progress can be tracked. Some pupils have overlapping curriculums; Governors should know how they worked together. She stated that it was very difficult to know exactly what attainment pupils had when they left their mainstream school as information was often inaccurate. **A Governor said he would like to know the progress a pupil made between arrival at and departure from the school.** Paul Nerney had presented the data at the School Improvement & Standards meeting which showed progress.

A Governor wondered how you can measure progress in soft skills. This is a target on the SIDP. Governors agreed the following: to see if a training course was available; the Chair to liaise with the Head; governors should buddy up with another who was more experienced.

ACTION: Governors

Peter Godfrey and Paul Hinton asked for an introduction to the School's curriculum.

ACTION: Peter Godfrey, Paul Hinton

15. Report from the Finance, Personnel and Premises Committee

The minutes had been on Governor Hub. There were no questions about them.

16. Report from the School Improvement & Standards Committee

The minutes had been on Governor Hub. Fiona Hall showed the mock-up of the dragonfly motif with the agreed School Values on the wings. A3 and A4 posters would be available in January, together with a web page.

17. Report from the Personal Development, Behaviour and Welfare Committee

The minutes had been on Governor Hub. There were no questions about them.

18. Safeguarding Report

A Safeguarding Report was provided by Mark Fincham twice a year.

CPOMS data showed 104 incidents since September. There were approximately 4 incidents per day but not all were safeguarding. The Head pointed out that safeguarding had increased Mark's workload which was very heavy; this would need to be reviewed.

45 safeguarding issues seems high. Could Governors be told the number of children it represents? Roger Billings said he had asked the question of Mark Fincham on a previous occasion and it represented a handful of children.

It was agreed that Roger Billings would monitor the situation with Mark Fincham.

ACTION: Roger Billings

The Chair recommended that Governors do safeguarding training as it was very useful.

Peter Godfrey had done it and said it was very practical.

Keeping Children Safe in Education Part 1 updated September 29: the copy of this was signed as read by all present.

A Governor pointed out that there is a notice on the wall in the office: "Today's Safeguarding Officer is".

19. Governor monitoring / visits to school

Fiona Hall and Angela Wrighton had attended a careers event which was very busy. They were able to meet parents there and make good links with the community. Colleges and sports groups had promotional stalls, but unfortunately not Sidestrand's own 6th form.

Angela Wrighton had done a 'Strategies' Learning Walk.

Angela Wrighton would do a GDPR-related learning walk after Christmas.

Fiona Hall had done a monitoring visit to Key Stage 3 and written a report.

A data meeting would be arranged after Christmas; it had been postponed as Paul Nerney had been ill.

Dianne Davis had done some interviewing.

The Chair and Vice-Chair had attended a staff meeting.

20. Feedback from Governor Training

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21. Any other business

Wellbeing: A wellbeing group for staff is starting involving representatives from each Key Stage team.
Governors would be interested in being involved.

Parents as Partners: A meeting was recently held in Great Yarmouth. In the New Year they would arrange a meeting at the Norwich venue instead of Great Yarmouth.

MI Sheets: The Chair advised that they were useful to sign up to (via Norfolk Schools / E-Courier). There was an MI sheet on a planned admission consultation (179/19).

Christmas arrangements: Governors were welcome to attend the Christmas Fair, lunch, carol service, end of term assemblies.

Date of next Full Governing Body meeting

Wednesday 25 March at 3.30pm.

The meeting closed at 5.15pm.

ACTION ITEMS

Action	By whom?	By when?
3. Code of Conduct and Register of Interests to be signed at the next meeting	Clerk / Liam Davies	Next FGB
5. Meeting to be arranged with Mark Fincham re mental health	Roger Billings	
5. Suitable arrangements to be made for parents transporting children to and from school.	Head	ASAP
5. Thrive Garden groundwork: contact to be made with Probation Service.	Wendy Forster / Paul Hinson	ASAP
9. Preparation for Ofsted to be an agenda item for SI&S Committee.	Clerk	Next SI&S meeting.
14. Governors to improve their skills.	Governors	
14. Governors to learn about the curriculum.	Peter Godfrey / Paul Hinton	
18. Meeting to be arranged with Mark Fincham to monitor safeguarding.	Roger Billings	