



## SIDESTRAND HALL SCHOOL

### **Minutes of Full Governing Body Meeting held on Wednesday 5 December 2018 at 3.15pm**

Present: Angela Wrighton (Chair), Roger Billings, Rachel Middleton, Vivien Harrington, Ed Maxfield (from 3.55), Joanne Callender, Paddy Bennett, Marion Saunders, Fiona Hall, Sarah Young (Head), Gill Leah (Clerk).

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

#### **1. Welcome**

Governors were very pleased to meet the new Business Manager.

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

Apologies were received and accepted from Liam Davies and Dianne Davis.

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

This was done by those Governors who had not done it at the previous meeting. There were no additional declarations of business interest or conflict of interest.

#### **4. Confirmation of the minutes of the meeting of 25 September 2018**

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

#### **5. Matters arising from the minutes of the meeting of 25 September 2018**

The next newsletter would contain the piece written by the Chair.

Chair and Head to meet and review policies and recommendation to SI&S committee.

**ACTION: Head & Chair**

All other items on the action list had been actioned.

#### **6. Confirm amended Terms of Reference 2018-19**

***A Governor requested a small amendment in the Committee sections.*** This would be done to be signed at the next FGB meeting.

**ACTION: Clerk**

## **7. Headteacher's Report**

This had been on Governor Hub. It included reports from Key Stage leaders.

***Governors felt it was very detailed.***

***A Governor wished to congratulate the Head and school staff on a successful Ofsted inspection. All Governors concurred.***

The Ofsted report was now on the website.

***A Governor was interested to read in the report about the impact of social media.***

The Head said that, having spoken to other schools, she would write to parents to tell them that School staff cannot continue to respond to problems that occur on social media outside school because of the amount of time involved. However, they would still contact parents to say that their child had been upset by something that had happened on social media and asking parents to take action. ***A Governor requested that children should be taught that 'likes' on social media were unimportant.*** This would be dealt with in E-Safety week at school. ***Governors also felt that parents should be aware that some apps give the location of the user.***

Parents will be notified.

***Rachel Middleton said that a meeting of the Parents as Partners would be held in the New Year where it would be discussed with parents.*****ACTION: Rachel Middleton**

***Why is 6<sup>th</sup> form attendance so low? Is there a target?*** There is no statutory target for 6<sup>th</sup> form. The Head explained that attendance was often low at the beginning of term because parents had not arranged travel because bursaries were paid later. A couple of pupils are not attending due to the difficulties associated with their condition; alternative provision is being put in place. A child in main school had refused to attend the school and he had now left. Another child has attendance of 31% which is being dealt with. The Head had been able to explain poor attendance to Ofsted. The target was 93%; school was currently at 92%. A letter is sent to the parents of every child whose attendance falls below a certain level. ***A Governor suggested colour coding (green, orange and red) attendance letters so parents could see at a glance.***

## **8. Agree Budget Revision 2**

This had been approved by the Finance, Personnel & Premises Committee.

It was explained that Revision 2 includes agency staff, temporary TLRs, additional TAs, the pay award and changes to pension contributions, the honoraria and the building work as discussed at the last Committee meeting.

***The Full Governing Body accepted it. The Chair signed it.***

The Head reported that she had attended meetings re the SEN Transformation agenda; it may be necessary to match-fund any grants.

## 9. Review of SEF

The Head said that Ofsted had been impressed with the SEF. The inspector felt it was the right length. There may be some amendments in the future.

***Would it be useful if it included areas of weakness?*** This is no longer a requirement. The next steps were written into the SIDP. However, it would be considered.

***Governors thanked the Headteacher for her hard work.***

## 10. Agree and Ratify policies

The following policies had been on Governor Hub but had not been agreed by a Committee:

- Data Protection – ***Governors wished to have knowledge about information sharing and Governors' obligations re data protection.***

***The Clerk was asked to investigate whether an in-house training session on data protection could be given by Educator Solutions.***                    **ACTION: Clerk**

- Residential Administration of Medication – There were some typing errors; these would be given to Mark Fincham.

***What happens to the emergency inhaler after it is used?*** This needs to be added.

***In Appendix 4 there are bullet points 4 and 6; 5 is missing.***

***It says that the Head of Residential would dispose of medication by returning it named to the originating pharmacy.*** This seemed impractical, but also Governors felt that the name should be removed first.

- Provider Access – the Headteacher went through this as it had not been available for enough time for all Governors to read it. ***An amendment re grounds for granting and refusing access was agreed.***

***Subject to the above amendments, these were agreed and ratified by Governors. The amended version will be signed by the Chair.***

## 11. Ratify policies

The following policies had been agreed in Committee:

- First Aid
- Health & Safety
- Safeguarding
- Business Continuity Plan

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

## 12. Overview of Performance Management

These had been completed for all teachers, apart from one who was on sick leave. They all have a target related to rewriting EHCP outcomes so that they are achievable and appropriate for the School.

Some teachers wished to develop as Middle Leaders. The training would cost £1200 per person; the FP&P Committee would be asked to decide how to distribute the money available.                    **ACTION: Clerk (agenda item)**

The Head's PA had created a sheet for all teachers to use to record any evidence towards their performance management targets.

The Headteacher's Performance Management had also been done. Targets for last year had been met and new targets had been set. The External Advisor had commended the Governors for the standard of their paperwork.

### **13. Report from the Finance, Personnel and Premises Committee**

The minutes of the last meeting had been available on Governor Hub. Questions and comments were invited from Governors.

### **14. Report from the School Improvement & Standards Committee**

The minutes of the last meeting had been available on Governor Hub. Questions and comments were invited from Governors.

### **15. Report from the Personal Development, Behaviour & Welfare Committee**

The minutes of the last meeting had been available on Governor Hub. Questions and comments were invited from Governors.

### **16. Report to Governors on National Minimum Standards**

A report to the Governing Body on Residential Special Schools National Minimum Standards was provided on Governor Hub. Mark Fincham had annotated the statements.

### **17. Safeguarding Report**

A detailed Safeguarding Report for 20 July 2018 to 28 November 2018 had been provided on Governor Hub. The Chair had monitored Safeguarding; some of the linked policies were not accurate.

***Paddy Bennett had done Safer Recruitment training through the NSPCC.***

***How many Governors attended the School Safeguarding training?*** Not all

Governors have done Keeping Children Safe in Education. The Head was asked to do a session immediately before the next FGB meeting. **ACTION: Head**

***Governors thanked Mark Fincham for his report.***

### **18. SIDP / Governor monitoring**

The Head went through the progress made towards the SIDP targets.

The annotated SIDP would be uploaded to Governor Hub.

**ACTION: Head**

The following monitoring had been done:

***Fiona Hall had monitored KS3 and the School Council. She had met with the Chair and the Head to discuss the School vision.***

***4 Governors had attended the recent Theme Day.***

***Paddy Bennett had monitored Key Stage 4, Health & Safety, Asset Management and First Aid. He had also attended the Head's Performance Management. Roger Billings had attended a School Council meeting and monitored safeguarding. Two Governors had attended the Budget Revision 2 finance meeting with the LA Finance Consultant.***

***Marion Saunders met with Mark Fincham re GDPR.*** There had been 3 breaches of data – all dealt with properly. Mark Fincham is doing checks of computers that are not switched off. The Freedom of Information Policy is still to be done. School needs an Access Policy. It should be decided whether all policies are available on the website or just statutory policies with others available from the office. Paul Harrod has website compliance as one of his responsibilities.

The Head reported that the IT Manager is in the process of redoing the website.

***Vivien Harrington had attended a fundraising meeting. She was invited to shadow a monitoring role. She would shortly visit Strands Shop with Joanne Callender.***

***3 Governors had attended staff interviews.***

***3 Governors had gone to Harvest Festival.***

***Angela Wrighton had visited Paul Evans to monitor Maths and Nicola Compston re her roles and responsibilities.***

***She and Fiona Hall had also gone to an inter-special school meeting at the Clare School including a tour of the school.***

Since Marion Saunders and Roger Billings had an overlap of responsibilities,

***Governors agreed that Marion Saunders should monitor Single Equality and SMSC. Angela Wrighton would monitor Behaviour.***

## **19. Feedback from Governor training**

***Vivien Harrington had been on the Governors' Induction course which she found very interesting.***

***Paddy Bennett had done Safer Recruitment training.***

***Fiona Hall had done Monitoring in Practice training, which she would not recommend.***

## **20. Any other business**

There had recently been a meeting of Governors and Heads at the Clare School. Governors there wished to make links with other Governors. Chairs of Governors felt that they should back up the Headteachers in support of their bids for the money available; there was now only £10-12 million to spend on Complex Needs Schools. Michael Bateman has said that academies could also bid for the money. The Head said she had plans to replace the single storey building with a two storey building. She felt it was important that the whole bidding process should be transparent. She advised that 180 children had already not been placed; 70 are seeking places this year; 252 are in independent schools. It is proposed to increase the number of SRB places to reduce the number placed out of County. It was hoped there would be more inter-school meetings.

The meeting closed at 5pm



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<b>Action</b>	<b>By whom?</b>	<b>By when?</b>
5. Policy schedule to be compiled.	Head / Chair	Next SI&S mtg
6. Terms of reference to be amended.	Clerk	Next FGB mtg
7. E-Safety to be discussed with parents at next Parents as Partners meeting.	Rachel Middleton / Dianne Davis	
10. In-house training session on Data Protection to be investigated with Educator Solutions.	Clerk	ASAP
12. Middle Leadership training to be an agenda item.	Clerk	Next FP&P
17. Keeping Children Safe in Education: training to be provided for Governors.	Head	Just before next FGB mtg