



SIDESTRAND HALL SCHOOL

Minutes of Full Governing Body Meeting held on Wednesday 21st March 2018 at 3.15pm

Present: Angela Wrighton (Chair), Roger Billings (from item 4), Rachel Middleton, Dianne Davis, Bronwen Richmond (from item 4), Paddy Bennett, Liam Davis, Marion Saunders, Ed Maxfield, Fiona Hall (Clerk), Sarah Young (Head) and Joanne Callender.

Governors' questions and comments are in bold and italics.

1. Welcome

Joanne Callender was formally welcomed as the new Co-opted Governor.

2. Consideration of apologies for absence

Received and accepted from Gill Leah (Clerk).

3. Confirmation of the minutes of the meeting of 26 September 2017

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

Matters arising from the minutes of the meeting of 29th November 2017

5. Paddy Bennett was still to do Headteacher Performance training; he would do it online, as he had not been able to book on a course on a suitable date, as there were none available at present.

ACTION: Paddy Bennett

10. Staff list to be provided in the form of a photo of the noticeboards by Headteacher and circulated with FGB minutes.

ACTION: Head / Clerk

10. Single Equality to be discussed with Deputy Head. **ACTION: Marion Saunders**

18. It had been agreed that the FGB Minutes were to go on the School Website. Clerk to follow up and confirm this was now being done.

ACTION: Clerk

All other items on the action list had been actioned.

4. Headteacher's Report

This had been on Governor Hub.

The Headteacher shared the Deputy Head's resignation letter. She is to leave the school on 31st August 2018 having successfully secured a Headship at a Special School in Norwich. All Governors' and the Headteacher wished her well.

[Roger Billings arrived.]

The Headteacher provided further information about her plans for the Deputy Head's departure and its implementation to ensure a smooth handover. This move would feed into the Staffing Structure Review due to commence in the summer term and enable the Headteacher to report back to the FGB at the July meeting. ***The Governors' highlighted the need for a Succession Plan following this review and the school's continued development and growth and the Headteacher agreed.*** The Chair informed the Governors that two of the Governors on the FP&P Committee would be supporting the Headteacher on the review.

The Headteacher also informed the Governors that the Deputy had requested a collection for the Brain Tumour Research charity rather than a leaving gift.

The Chair agreed to write a reply to Jo Rand accepting her resignation and thanking her for her commitment and hard work throughout her time at school

ACTION: Chair

[Bronwen Richmond arrived.]

The Governors were pleased to see 'marking' highlighted and referred to in the report with the focus on increasing consistency.

The Headteacher informed the Governors that the new admin management system would be providing useful information re staffing and assisting in the management of staff absence, and the changes made last September regarding phone calls for sickness absence being made to a member of the SLT had led to a reduction in days lost for illness

The Chair thanked the Headteacher on behalf of the Governors for the report.

5. Ratify Budget Revision 3

This had been approved by the Finance, Personnel & Premises Committee. ***The Full Governing Body accepted it. The Chair signed it.***

6. Ratify Budget 2018/19

This had been approved by the Finance, Personnel & Premises Committee.
A Governor asked if the Headteacher was concerned with any item on the proposed budgets. The Headteacher confirmed that, whilst it had been challenging to set, she was happy with the result.

Governors highlighted some reservations regarding Year 3 as it currently stood; it would need to utilise reserves to balance. The Headteacher also acknowledged it would change a number of times before it was finally rolled out as a working budget.

One Governor requested it be minuted that it was recognised that Years 2 and 3 would change a number of times before reality was achieved and that a significant amount of work had gone into producing it. The Headteacher recommended inviting the LA Finance Consultant be invited to attend the next FP&P meeting to answer questions from the Governors on the process. **ACTION: Head**

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

7. Information related to updated forms

The Headteacher took the Governors through the various forms for this academic year including OPP (One page pupil profile), IBP (Individual Behaviour Plan) and IPRA's (Individual Pupil Risk Assessment).

The OPP involved greater child involvement in its development and parents were provided with a copy to sign. They were the responsibility of the class tutor and also accompanied by a risk assessment.

The IBP was initially introduced with one of the ASD groups for children with behaviour that merited one. It was decided that from September it would be adopted across the school.

IPRA's were utilised with any child who had a Care Plan. The Headteacher informed Governors that as part of the recent review it had been agreed that 2 members of the SLT would review forms and enable historical but not current behaviour / risks to be removed and potential new risks to be added. If an IPRA was altered, an e-mail to update staff was then circulated the same day.

One Governor asked how many pupils currently had an IPRA; the Headteacher informed Governors it was approximately 80%.

The Chair thanked the Headteacher and staff involved on behalf of the Governors for all the hard work to establish these this academic year.

The Headteacher informed the Governors that these forms were also utilised for school trips and external visits as well as in school. All information was now being encrypted on tablets, as opposed to the old paper-based format, to ensure GDPR compliance for supervising staff on trips.

8. Ratification of policies (already discussed and reviewed at Committee level)

All policies had been available on Governor Hub

- Information Security
- Pupil Premium
- Staff Absence
- Volunteers
- Management and Retention of Records
- Marking
- Assessment & Recording
- Single Equality Scheme
- Child Sexual Exploitation (CSE)
- Child Missing Policy and Procedures
- Drugs
- Supporting Pupils with Medical Conditions
- Anti-Bullying
- Physical Intervention
- SEN
- Exclusion
- Multi-sensory Impairment
- Hearing Impairment
- Admissions

These were all ratified and signed by the Chair and Headteacher.

The Complaints Policy was deferred to the next meeting, as it was still being completed.

ACTION: Head

9. Report from the Finance, Personnel & Premises Committee

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

One Governor requested an update on the progress of ensuring compliance with the new GDPR law coming into force in May 2018. The Headteacher informed the Governors this was ongoing to ensure the School conformed to all the legal requirements. Mark Fincham would be leading on this and an initial briefing had been presented to all staff.

10. 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.

11. 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.

One Governor requested an update on Post 18 Safeguarding issues. The Chair informed the Governors that work was ongoing and asked Roger Billings to meet Mark Fincham to request an update. **ACTION: Vice Chair**

One Governor asked if 'Snow Days' affected attendance rates. The Headteacher informed the Governors that if the school was closed due to adverse weather conditions then attendance rates were not affected but if the school were able to open and children were unable to attend then they were marked as absent.

12. Governor Monitoring

The individual Governor Key Stage links provided an update on their recent monitoring visits, with some outstanding reports still in development that will be uploaded to Governor Hub as soon as possible. **ACTION: Paddy Bennet (KS4), Marion Saunders (KS5)**
ACTION: KS 3 visit still to be undertaken by Bronwen Richmond when arrangements made.

One Governor requested that within Monitoring Reports an overview of the classroom atmosphere be included.

13. Consideration of the impact of Governors work this term

Governors agreed they had increased their visibility around the school with staff, pupils and parents and that was being well received. The Headteacher agreed the Governors were providing a helpful level of challenge and acting as 'critical friends'. All Governors agreed information provided was being effectively utilised.

15. Any other business

Parents as Partners coffee morning update was provided. There were some new joiners and some helpful feedback, particularly from Middle School parents who were struggling with the new format for communication between home and school. Some of the parents felt the current use of the Yellow Books with a weekly report did not necessarily provide valuable individual information. This will be followed up with relevant people. **ACTION: Head**

A Governor had attended lunch, this time with the older pupils. It was a nice lunch

although it was requested that consideration be given to the portion sizes, as it was felt these were the same as for the younger children. She was also planning to have lunch with the College pupils at some point too.

ACTION: Head

One Governor had received a tour of the Thrive facilities and recommended other Governors' also visit, as it was helpful to see it in practice.

One Governor highlighted some safeguarding challenges that had been drawn to his attention recently particularly in relation to Facebook. He requested teachers be made aware of these.

ACTION: Head

16. Date of next meeting

3.15pm Wednesday 4th July 2018

The meeting closed at 17.15pm



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ACTION PLAN

Action	By whom?	By when?
5. Online Headteacher Performance Management training to be done.	Paddy Bennett	ASAP
5. Staff list to be provided and circulated with minutes.	Head/ Clerk	ASAP
10. Safeguarding policy for 16+ to be discussed with Mark Fincham. Report to be circulated.	Roger Billings	Next PDBW meeting
10. Single Equality – to be discussed with Deputy Head.	Marion Saunders	ASAP
18. Agreed FGB minutes to go on School Website	Clerk	To be followed up
19. Governor monitoring –to arrange monitoring for Bronwen Richmond to see KS3 alternative.	Head	ASAP
6. Invite LA Finance Consultant to attend next FP&P meeting	Head	Next FPP meeting
8. Complaints Policy to be finalised and uploaded on to Governor Hub for review and subsequent ratification	Head	Next FPP meeting
11. Post 18 Safeguarding issues update	Roger Billings	Next PDBW meeting
12. Key Stage Monitoring reports to be completed and circulated	Paddy Bennet, Marion Saunders	End of term
12. Key Stage 3 Monitoring visit still to be undertaken when arrangements made	Head/ Bronwen Richmond	ASAP
15. Review Middle School communications between Home and School	Head	ASAP
15. Lunch sizes for older pupils to be reviewed	Head	ASAP
15. Potential Safeguarding challenges on Facebook, teachers to be made aware	Head	ASAP

