



SIDESTRAND HALL SCHOOL

Minutes of Full Governing Body Meeting held on Wednesday 4th July 2018 at 3.15pm

Present: Angela Wrighton (Chair), Roger Billings, Rachel Middleton, Bronwen Richmond (from item 5), Paddy Bennett, Liam Davis, Marion Saunders, Ed Maxfield, Fiona Hall (temporary Clerk for meeting), Sarah Young (Head) and Joanne Callender.

Governors' questions and comments are in bold and italics.

1. Consideration of apologies for absence

Received and accepted from Gill Leah (Clerk) and Dianne Davis by e-mail to Chair.

2. Confirmation of the minutes of the meeting of 21st March 2018

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

3. Matters arising from the minutes of the meeting of 21st March 2018

5. Paddy Bennett has secured a place to do Headteacher Performance Management training.

ACTION: Paddy Bennett

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

ACTION: Head / Clerk

10. Single Equality to be discussed with Deputy Head in September.

ACTION: Marion Saunders

18. FGB Minutes were now going on the School Website. Clerk to confirm March and July's were also on.

ACTION: Clerk

All other items on the action list had been actioned/ completed.

4. Headteacher's Report

Part of this had been on Governor Hub, an additional verbal update was provided.

The Head updated the governors on attendance, currently 92.94% for the main school without the sixth form. The Head explained that an attendance strategy would be included in the School

Improvement and Development Plan for 2018/19. Two members of staff had undertaken additional training in support of this.

There had been one permanent exclusion. The Governor's Panel would be meeting on Monday and will report back at the next FGB Meeting.

There had been no major restraints or bullying incidents to report. The Behaviours Team consists of three staff members now and it was believed that this was having a significant impact.

There were currently 10 LAC children, with 55% of all pupils on Pupil Premium; 25% of those were LAC and 61% have access to boarding.

There had been no formal teaching observations undertaken this term. All evidence shows that teaching is good or better with some outstanding. Sharing best practice amongst staff continues.

Staff attendance rate – anecdotally, the Head was now receiving only one call a day. Although there were some very significant health issues amongst staff with prolonged periods of absence, as a result there were challenges re staffing. We are currently recruiting a temporary teacher role and two cover supervisors.

The Head provided an update on the current Staffing and Structure Review, with one Deputy Head resigning at half term and the other already resigned at Easter, there were significant challenges for the Head as the SLT now only consisted of her. We are currently recruiting and two members of staff have been released from some teaching to provide management support.

PN to be invited to the Autumn term SIS meeting to discuss Pupil Progress Data, as governors understood he had made significant progress with Solar.

ACTION: Chair/ Clerk

There were four other leavers, some maternity leave returns, the finance team was to be reconfigured; following the resignation of Errol, recruitment of a Business Manager would now begin and the current budget includes this.

Pupil Admissions were likely to be in the region of 179 in September following a recent tribunal. Across Norfolk there were 100-150 children not placed at complex special needs schools. There was much discussion regarding how County are hoping to address this moving forward but no immediate solutions.

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

5. Ratify Budget Revision 1

[Bronwen Richmond joined the meeting]

This had been approved by the Finance, Personnel & Premises Committee. ***Joanne agreed to follow up the educational visits/ other occupation costs with the Bursar on behalf of the FGB.***

ACTION: Joanne Callender

One Governor queried the discrepancy re sixth form pupil funding. The Head agreed to investigate further as their numbers were continuing to fluctuate, and report back to FGB.

ACTION: Head

Governors requested that a comment be added to each line in any budget revision where there is a variation in order to provide some explanation to enable Governors to fully understand the rationale.

ACTION: Head/ Bursar

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

Caretaker remuneration – the Head updated the Governors regarding an overpayment of £179.79 sickness benefit; the individual has now returned to work and will make up the time in the summer holidays. **The Chair of Governors would write to payroll to confirm monies should not be repaid by the member of staff.**

ACTION: Chair

6. Ratify amended Audit Report for School Fund

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

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

7. Ratify MODEL Policies

Staff Leave and Time Off
Probation
Capability – Teachers
Capability – Support Staff
Staff Code of Conduct
Violence at Work
Whistleblowing – no amends/ additions needed
Complaints Advice and Procedure

All were ratified and agreed by FGB. The Complaints Policy was now also on the website.

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

Driving for Work
Finance
Employee HR Data
Performance Management
Visitor and Intruder Security
Governor Visits Guidance
Access for Fair Assessment
Accreditation
Controlled Assessment
Exams Policy Including Contingency Plan
Non-examination Assessment

All were ratified by FGB.

It was agreed that the Chair and Head would meet to review the current policies and make a recommendation to the SIS Committee in the Autumn term as many were procedural/ guidance rather than policies and should be in the staff handbook. **ACTION: Chair & Head**

9. Pupil Progress Data

PN to be asked to attend the Autumn term SIS meeting to discuss. **ACTION: Head & Chair**

10. Governors' Page of the SIDP

All items had been completed for 2017/18. As a new SIDP would be developed for 2018/19 it was agreed these should include a review of the ethos, visions and values (***Fiona Hall had agreed to lead on this with the Head and another governor***), succession planning across the school, GDPR, monitoring new appointees and staff responsibilities and finance including addressing succession and the way forward. ***The Chair agreed to develop a draft and circulate to the other governors for comments.*** **ACTION: Chair**

11. 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. There were none.

12. 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. There were none.

13. 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. There were none.

14. SEN Trust Update

A proposal had been available on Governor Hub for all to review. The Head provided further background as to the need for a decision. ***All governors discussed the proposal and voted unanimously to accept it.***

15. 2018/19 Meeting dates

Agreed by all.

16. Governor Monitoring

The individual Governor Key Stage links provided an update on their recent monitoring visits, with all outstanding reports uploaded to Governor Hub.

ACTION: KS 3 visit still to be undertaken by Bronwen Richmond before the end of term

17. Governor Training

Fiona Hall had undertaken Governance Now training.

Ed Maxfield had participated In Finance Benchmarking, Safeguarding and PREVENT training.

ACTION: Ed Maxfield to liaise with Clerk

New copies of the Educator Solutions programme to be distributed when available.

One Governor highlighted the limited availability of online training that was making accessing training courses from Educator Solutions difficult for some Governors. It was noted Educator Solutions had said they were updating some and they should be available soon.

One governor had utilised the NSPCC 'Safer Recruitment' training which had been excellent and free of charge. Paddy Bennett to approach PA to Head to see if it was acceptable for Governors to undertake this training as an alternative.

ACTION: Paddy Bennett

The Chair asked that all governors ensured their training record was up to date on Governor Hub.

The Head informed Governors the annual Safeguarding Training for staff was taking place in School at 3.15pm on 18th September and all governors were welcome to attend.

18. 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 said she felt supported by the Board of Governors during this challenging senior staffing situation.

19. Any other business

Governors received feedback regarding the resignation of Deputy Head

The Head requested a Governor get involved/ visit the Strand Shop. It was also agreed that Strands Shop be added as an agenda item to the FP&P meeting in September. ***Following discussions it was agreed that Jo Callender and Viv Harrington (Fundraising) attend the Strands Trustee meetings and report back to the Finance Committee.***

ACTION: Jo Callender & Viv Harrington

The Head was also given the authority unanimously to appoint a paid part-time manager of Strands Shop for the remainder of the lease funded by the Charity. **ACTION: Head**

20. Date of next meeting

3.15pm Wednesday 25th September 2018

The Chair thanked everyone for his or her time and the meeting closed at 17.45pm

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ACTION PLAN

Actions from previous meetings	By whom?	By when?
5. Online Headteacher Performance Management training to be done.	Paddy Bennett	Sept 18
5. Staff list to be provided and circulated with minutes.	Head/ Clerk	Sept 18
10. Single Equality – to be discussed with Deputy Head.	Marion Saunders	Sept 18
18. Confirm March and July FGB minutes on School Website	Clerk	ASAP
19. Governor monitoring –to arrange monitoring for Bronwen Richmond to see KS3	Bronwen Richmond	Before end of term
6. Invite LA Finance Consultant to attend next FP&P meeting	Head	Next FPP meeting
Actions from July Meeting		
4/ 9. Invite PN to attend Autumn term SIS meeting to discuss Pupil Progress Data	Head/ Clerk	ASAP
5. JC to follow up educational visits/ other occupation costs with Bursar	Joanne Callender	ASAP
5. Head to investigate sixth form pupil funding re discrepancies and report back to FGB	Head	ASAP
5. Comment to be added to line items in budget revisions were there is variation from original	Head/ Bursar	For budget revision 2
5. Caretaker remuneration letter to payroll confirming monies not to be repaid but member of staff to make up hours in school holidays	Chair	ASAP
7/8. Chair and Head to meet and review policies and recommendation to SI&S committee	Chair/ Head	Autumn meeting of SI&S
10.SIDP Governors Page '18/'19 – Chair to develop and circulate draft for review by FGB	Chair	ASAP
17. Additional training undertaken by Ed to be included in training record	Ed Maxfield to liaise with Gill Leah	ASAP
17. Paddy to liaise with PA to Head to ascertain acceptability of NSPCC Safer Recruitment training	Paddy Bennett	ASAP
17. All governors to update/ maintain training record on GovHub	ALL	ASAP

19. Strands Shop – Add agenda item to FP&P meeting Attend Trustee meeting and report back at next FP&P meeting Head to appoint part-time paid manager to Strands Shop	Jo Callender and Viv Harrington Head	Sept FP&P meeting ASAP
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