



**Minutes of Full Governing Body Meeting
held on Wednesday 1 December 2021 at 3.30pm**

Present: Angela Wrighton, Roger Billings, Rachel Middleton (virtually), Peter Godfrey (virtually), Vivian Harrington, Harvey Barrington [virtually] Lloyd Johnson, Sarah Young (Head). Also present: Shelley Taylor (Deputy Head), and Gill Leah (Clerk) (virtually).

Governors' questions and comments are in bold and italics.

1. Welcome

Governors were welcomed by the Chair.

2. Consideration of apologies for absence

Received and accepted from Natasha Allen and Marie Greer

3. Declaration of business / conflict of interest

None.

4. Confirmation of the minutes of the meeting of 28 September 2021

The minutes had been signed as agreed by 9 Governors; they were agreed and to be an accurate record and were signed by the Chair.

5. Matters arising from minutes of 28 September 2021

Safeguarding training – this needed to be done by all Governors who had not already done it. Governors were urged to book on a course. Bookings should be made via Governor Hub on the Norfolk Governance tab. Spaces were available on the following dates:

14th December 2021 at 6pm / 20th January 2022 at 10am / 27th January 2022 at 10am / 7th March 2022 at 4pm / 10th May 2022 at 6pm / 7th July 2021 at 4pm

ACTION: Governors

The Key – The Key has taken over Governor Hub. Our current subscription of Governor Hub runs until April. Consideration needed to be given as to whether it would be cost-effective to buy a subscription to both, depending on Governors' use of The Key.

ACTION: Chair / SBM

Standard 20 – The Chair reported that she, Paul Hinson and Marie Greer had completed the Standard 20 audit last time. In view of the Covid situation, it would be done by our Governors again – the Chair and Viv Harrington - instead of representatives from Fred Nicholson's.

ACTION: Chair / Viv Harrington

All other matters arising had been completed or were an agenda item.

6. Headteacher's Report and LA Partnership Evaluation Document

Ten Governors had signed the Headteacher's Report which had been on Governor Hub. Governors thanked the Head and everyone else who contributed to the interesting report. Marie Greer had indicated by email she would meet with Amanda Barley to discuss the curriculum. Governors were pleased to see how the Curriculum review was progressing, and look forward to seeing the LTPs and MTPs developing and being presented on the Website.

Are the Behaviour incident numbers in the table higher because of Covid? The comparison was with a year ago when less pupils were in school – Paul Nerney had explained this at PDBW committee.

Report on Best Practice Partnership Visit which Sarah had explained in the HT report. This had been on Governor Hub and signed by 10 Governors. **A Governor said that it looks very positive; the recommendations are helpful and the areas for development match up with our own views. This could be useful when updating the SEF.**

Governors noted that there was a recommendation that “governors are aware of the curriculum pathways and are able to say why the school organises the curriculum in the way it does”. There may be some challenges on Ofsted’s next inspection as the school is only at the beginning of the curriculum overhaul. In a year’s time it will be much better embedded throughout the key stages. The consideration of Intent/Implementation and Impact will be more of a focus as time goes on.

Is there any concrete information about the curriculum available for Governors? Curriculum information will be on the website soon.

The Head said she would report back to Special School Heads on this partnership project as Sidestrand Hall has piloted the approach. Other Special Schools will be asked to pair up to continue the project.

A meeting yesterday hosted by the Multi Academy Trust opening the new school in Easton Norwich was an opportunity to look at school improvement with 2 colleague head teachers had provided ideas for INSET with Curriculum Heads and others.

The audit had involved representatives from the LA and from Parkside Special School. There would be a return visit in January when Shelley Taylor and Amanda Barley would do observations and she herself would attend interviews with staff. She said it had been noted that there was a very good relationship between pupils and staff at our school and a positive attitude all round.

Was it a voluntary exercise? The LA had wanted to quality assure Special Schools, especially as there had been a significant number of changes in Headships of Special Schools in the last year or two.

The Head said it had been a positive exercise, while revealing some weaknesses. She said that Amanda Barley had done a great job in holding curriculum leads to account and real progress was being made in that area.

What is a total communication environment and would it be beneficial? It is a school that uses various communication methods at all times, e.g. PECS, Signalong, signing. That is not the case at Sidestrand Hall. Catkins, Bay and partly Maple Classes are a total communication environment but it is not necessary for the rest of the school. We would consider changing our practice if the need arose.

Is White Rose Maths being implemented? It has only just started in some parts of the school. All staff have signed up for training.

What percentage of children stay in school through all the key stages? The Head said she could only remember three who had gone back to mainstream.

A Governor asked if the report was going to be shared with Staff ? and would the visit be repeated regularly ?

Sarah said that it only arrived in school last Friday. It will go out to all staff soon. It is unlikely we would get another monitoring visit within 3 years via this system, but she suggests we subscribe to the Challenge Partner Scheme. This would provide an external audit of the school’s progress and development and other special school heads have said it is really useful and collaborative.

The Head reported that the proposal to use part of the farmer’s field for an alternative school entrance had met with a lot of accusations and unpleasantness from residents even after a meeting where plans and a photo had been shared. There is one person who was against the scheme particularly and provided much information which persuaded them to reject the idea thus persuading the farmer to withdraw his offer to sell the land although the Head and Premises Manager had met the landowner during the week and thought he was positive. It may be possible to buy a piece of land from him behind the church to extend the school’s boundary and create more parking but this would not solve the issue of the narrow

driveway, amount of transport arriving and departing in a tight space which adversely affects the safety of the children every day.

7. Agree Budget Revision 2

This had already been agreed by the FPP Committee and was ratified by the FGB.

8. Receive attendance update and confirm attendance targets

These had been agreed by PDBW Committee members and were ratified by the FGB.

9. Safeguarding report

This had been signed as agreed by 9 Governors on Governor Hub.

Behaviour including Anti-bullying, Use of Force and Restraint (physical intervention)	Yes	04/07/2018	Autumn 2020
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Health and Safety (including school security)	Yes	14/10/2020	Autumn 2021
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H and S policy came to Gobs but has not been ratified as there needs to be a change of wording relating to the school being designated nut free, so Wendy is looking at it and will bring back to governors next term.

A Governor asked about the date of last self- review: 27/11/2018 - is this not a bit out of date and should we have a more recent one ?

Mark Fincham had replied by email prior to the meeting :-

The behaviour policy is in hand at the moment being rewritten due to the introduction of house/pastoral system. Shelley will forward once completed.

The safeguarding self-review is a Local Authority document. It is completed every couple of years online with schools being allocated a round in that academic year. We were in the third (last) round when the first COVID lockdown hit. The Local Authority suspended completion under the circumstances at that time. There will shortly be a new SEF to complete that has been rewritten to Keeping Children Safe in Education 2021. We would expect to be allocated in the first of the three rounds when this is finally released.

On page 8 of the report: we should not accept that a review has not been done. Governors suggested minuting that the document needs a note adding saying it is currently still under review due to the amount of changes needed.

Roger Billings had had a meeting with Mark Fincham and looked through the policies. He had asked some similar questions to those above and was satisfied with the responses. He commented that the house system seems to be working well as Pastoral leads develop their roles.

The Safeguarding Report was ratified.

10. Ratify policies agreed at Committees:

- Finance
- Performance Management
- Whistleblowing

- Supporting pupils with asthma
- Educational Visits
- Pay
- SEND
- Residential Statement of Purpose

All the Policies had been agreed in Committee. ***They were ratified by the Governing Body.***

The Health & Safety Policy is being rewritten to remove references to being nut free.

The Safeguarding Policy is currently being reviewed

11. Findings of Governor Skills Audit and any action necessary

All had been received except one. The matrix of findings was on Governor Hub. All the scores were 4s and 3s which showed that the Governing Body had good skills across the board. There were links on the matrix to NGA information if Governors wanted to improve their skills.

There was a recommendation to do diversity training.

There were many online courses to do; these should be booked through Governor Hub. ***The Chair suggested that Governors should book courses, especially if they had a new role. [See item 14].***

The Chair noted that Governors were happy with the Committees they were on and their responsibilities

12. Arranging and conducting monitoring using link roles

As pupils are going back into bubbles this week and that arrangement will probably continue into the first week or two of next term, Governors are still unable to visit school. Therefore, email communication with link roles would be the best option, without adding to the teachers' workload. Peter said he was happy to make contact with his links by email

The Head said that, although Christmas activities like the bazaar were not able to go ahead, children were still able to go out on some educational trips and swimming where the risk factor was acceptable.

13. Questions and comments invited from Governors on the recent meetings of the Committees

All minutes were on Governor Hub. Governors were invited to email any questions or comments to the Chair.

14. Governor training/monitoring/visits to school

See Item 5 re Governor training dates for Safeguarding. [It can be accessed here:

<https://app.governorhub.com/s/norfolkgovernorservices/training>

or direct on Governor Hub by accessing the Norfolk Governance tab on the top right of the page.]

ACTION: Governors

15. Any other business

GDPR – The walk round to monitor GDPR has been postponed until next term.

School had received two Freedom of Information emails.

Suicidal pupil – The pupil is currently being educated at home by school staff. No support is being provided from CAMHS since the parent refused help. The Head will follow it up. On 3 January there will be some suicide awareness training for staff. The County audit had also highlighted the need for diversity and equality training. When a date is set for that, Governors will be invited.

Governors thanked staff for all their hard work and wished them a peaceful holiday.

The meeting closed at 4.40pm.

LIST OF ACTIONS

Action	By whom?	By when?
5. Safeguarding training to be organised by individual Governors who had not recently done it via Governor Hub.	Governors	ASAP
5. Subscription to The Key to be considered.	Chair / SBM	
5. Standard 20 audit to be done.	Chair / Vivien Harrington	
14. A variety of online training is available to improve skills as outlined in the Audit	Governors	