

SIDESTRAND HALL SCHOOL



Minutes of Full Governing Body Meeting held on Wednesday 12 July 2023 at 3.30pm

Present: Angela Wrighton (Chair), Marie Greer, Harvey Barrington, Duncan Mackenzie, John Bull, Clare Male, Sarah Young and Shelley Taylor (Co-Heads). Also present: Gill Leah (Minutes Secretary), Jennifer Lawrence (Assistant ICTC Manager)

Governors' questions and comments are in bold and italics.

1. Welcome

2. Consideration of apologies for absence

Received and accepted from Eva Stone, Roger Billings, Peter Godfrey and Viv Harrington. Lloyd Johnson had not been able to attend but had signed documents online.

3. Vacancies

The Chair welcomed Jennifer Lawrence to the meeting as an observer and potential Co-opted LA Governor. Viv Harrington would resign after this meeting as Governor and become an Associate Governor. It was hoped that the clerk vacancy would be filled when the new school admin posts were filled.

4. Declaration of Conflict / Business Interests

None.

5. Confirmation of the minutes of the meeting of 22 March 2023

The minutes on Governor Hub had been signed as agreed by 6 Governors. They were agreed to be an accurate record and were signed by the Chair.

6. Matters arising from the minutes of 22 March 2023

All matters on the Action List were in hand, had been actioned or were an agenda item. There were no further matters arising.

7. Dates of meetings next academic year and Annual Governor Statement

These were agreed.

8. Headteacher's Report

This was on Governor Hub and had been signed by 8 people.

Governors found this informative, interesting and helpful. Comments/questions were invited.

There have been a number of staff absences. Is there a plan to improve this? Training will be provided. Three new staff all had holidays booked prior to their appointment which have been honoured.

Could the actual number of staff be provided? This would be done.

How will the changes to admin staff be managed? There has been an audit of tasks. It needs to be future-proofed so that staff can be interchangeable if necessary, perhaps through shadowing others. The updating of the Single Central Record is a big concern. Some admin areas can be linked, e.g. HR and

Finance. The Local Authority's HR department can provide support. The Governors' minutes secretary will be included as a role requirement.

The CPD list with expenditure and impact is very useful.

It was noted that the number of pupils with a Child Protection Plan (Section 47) is now one.

9. Safeguarding Report

Copies were distributed. The report [which was subsequently put on Governor Hub and has been signed by 5 people] had been completed by Mick Kelly, Assistant Head Teacher. It was suggested that one Safeguarding Report at the July FGB (rather than two as previously) would be sufficient, with an update at every PDBW meeting. It will continue to be an agenda item at every FGB meeting. Marie Greer will report on her half-termly meetings with the Assistant Headteacher.

There is one permanent exclusion case pending. The attendance rate has been affected by three school refusers. However, alternative arrangements for them are being considered by County.

What would the attendance be if they were not included in the total? That would be calculated in the next report.

The simpler version of CPOMS will be introduced to staff.

The LA HR will be invited in to do an audit. The adviser will be able to supply information from the LA's records as well as identify strengths and areas for improvement for the school.

The Student Council has been refreshed.

The two Residential Managers meet the Assistant Head each week.

The date for Governors' Safeguarding training has been set for 27 September at 3.30pm.

10. Performance Management Update

The SLT PM reviews have been done, and the rest of Teaching staff will be completed in the new format at the beginning of the new school term aligning targets with the SIDP which is almost completed; it was on Governor Hub and signed by 5 people. The aim in future is to complete the performance management of all staff in the Summer term.

When is the Headteacher's Performance Management? It was agreed that it would be in September. However, this year it should take place before Autumn half-term; the Chair will book an external adviser for that.

ACTION: Chair

Duncan Mackenzie and the Chair are both trained in HT Performance Management. Governors were invited to do the training as a panel of three Governors was preferred.

ACTION: Governors

11. Diversity Survey Findings / Equality Objectives

The survey highlighted the fact that all the Governors have very similar backgrounds. The Chair explained that previous attempts to get Governors from the community with more diverse qualities had failed.

Governors were encouraged to look out for any potential candidates (e.g. housing association employees, Merchants Place).

ACTION: Governors

Governors felt that the information gathered from the survey could be used in some way, e.g. the LA could be consulted.

ACTION: Chair

The Equality Objectives draft was on Governor Hub and had been signed by 7 people. This had been drafted by the Chair in consultation with the Head. Marie Greer felt that the objectives were not sufficiently SMART but were excellent principles. Some alternative suggestions were made, e.g. make more adaptations for non-verbal children, provide improved access through the new building project, which would enable Governors to track progress. ***It was agreed that Clare Male, Duncan Mackenzie and Marie Greer would meet with the Chair in the new term to discuss this further.***

ACTION: Clare Male, Duncan Mackenzie, Marie Greer, Chair

12. New SIDP for September

The SIDP was on Governor Hub signed by 5 people. The format used is different, with targets broken down in line with Ofsted judgments and named staff responsible for each section. Shelley Taylor went through the contents. She will be filling in the missing parts – conversations have already taken place with those staff. Due to the differing needs of the new cohort, other targets may need to be set when known. There is a separate review sheet, which would be completed by the relevant named lead. It will be ready to be presented to staff Tuesday Staff meeting and for Governors in September.

Governors thanked her for her Plan. They recognised that some areas on the Link Governor list had not been monitored during the year but the priority ones had all been done and some Governors had been very organised in their monitoring and provided good reporting.

Should a Governor objectives section be provided? The Chair said that each year the Governors had set objectives, e.g. last year - Governor link roles monitoring, staff well being, supporting the Co headship, developing links with families. It was suggested our targets should centre on monitoring of safeguarding, key link roles, the new building project, and Family liaison. **ACTION: Chair**

13. Governors' Safeguarding Training - date

Safeguarding training was arranged for all Governors on Wednesday 27 September at 3.30. It was agreed to complete the NCC course as a group using the resources provided.

ACTION: All Governors

14. Update re new building plans

It was hoped that parent Governors would again in future be able to set up a parents' forum and/or provide a parents' room, e.g. in the new building.

Clare felt that it might be necessary to update Governors additionally to the FP&P meetings which were only once a term. The Head said that work was still being done on the adjacencies. More notice of meetings had been requested.

15. Ratification of Policies

Policies which had been presented and agreed in Committee meetings were ratified and signed by the Chair.

The CCTV Policy had not yet been finalised incorporating requested changes which specifically included children and to tie into safeguarding.

Sarah Young said that some policies which had been completed in time for the FGB meeting in March had not been ratified, e.g. Health & Safety was dated 27 March. Having checked in fact the H and S policy had been ratified in the April FPP meeting.

The Code of Conduct policy needs some amendment.

The new Keeping Children Safe in Education to launch in September contained a number of items which would affect some policies, e.g. Safer Recruitment (interview paperwork to contain a decision box, questions re their ethics to be included) and relating to social media and employment of ex-offenders. It would be better to use the LA's model policies re Data Protection rather than DPOs' because they are more relevant to Schools.

A Governor was concerned at the vast number of policies and how staff can cope with them.

It was agreed that any urgent policies should be agreed via Governor Hub.

16. Minute agreement of Budget Revision 1

This had been agreed in the FP&P Committee and was ratified by the Governing Body.

17. Review business of Committees

Questions and comments were invited from Governors on the minutes which were in the meeting folders on Governor Hub. Clare Male wished to see some changes to the minutes of the FP&P meeting re the new build. ***She would send these to the Chair to be incorporated.*** **ACTION: Clare Male / Chair**

Duncan Mackenzie had met with Paul Nerney for an update of information provided to the PDBW meeting to explain some additional figures on his report – which had been left in error Regarding the number of incidents, these were now fewer but more intense.

18. Feedback from any additional Governor Training

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19. Any other business

None.

The meeting closed at 5.10pm.

LIST OF ACTIONS

Action	By whom?	By when?
10. Performance management for HT – date to be set and external consultant to be invited.	Chair	ASAP
10. Performance Management training to be considered.	Governors	ASAP
11. Governors to look out for potential Governor candidates from different backgrounds.	Governors	
11. Working party to meet to discuss equality objectives.	Marie Greer, Duncan Mackenzie, Clare Male, Angie Wrighton	Early Autumn term
13. Safeguarding training on Wednesday 27 September to be attended.	All Governors	27.9.23
14. Amendments to FP&P meeting minutes to be provided.	Clare Male / Chair	
12. new targets for Govs SIDP	Chair	September