



**Minutes of Full Governing Body Meeting
held on Wednesday 6 July 2022 at 3.30pm**

Present: Angela Wrighton, Roger Billings, Vivien Harrington, Harvey Barrington, Lloyd Johnson, Marie Greer, Duncan MacKenzie, Sarah Young (Head). Also present: Shelley Taylor (Deputy Head), and Gill Leah (Clerk).

Governors' questions and comments are in bold and italics.

1. Welcome

Governors were welcomed by the Chair.

2. Consideration of apologies for absence

Apologies were received and accepted from Peter Godfrey.

3. Resignations/vacancies/clerk vacancy

Resignations had been received from Paul Hinson, Paddy Bennett [email received but read just after the meeting] and Rachel Middleton. Governors were asked to make enquiries to find a Co-Opted Governor as personal contact was usually more successful. Lloyd Johnson would try to interest parents via the Facebook page. So far there had been no interest expressed in the Clerk vacancy. A member of the administration staff would be contacted to gauge her interest in being a minute taker.

4. Declaration of business / conflict of interest

None.

5. Confirmation of the minutes of the meeting of 23 March 2022

The minutes 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 minutes of the meeting of 23 March 2022

CPOMS training had been done by Viv Harrington, Angela Wrighton and Roger Billings.

SEF training had been done by Marie Greer, Viv Harrington, Lloyd Johnson and Angie Wrighton.

Angela Wrighton had done View my Financial Insights.

Viv Harrington had done Financial Efficiency Top 10 Tips.

Marie Greer had done Diversify your Governing Body: she advised that Linked In and other social networking sites could be used.

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

7. Headteacher's Report

The Report was on Governor Hub and had been signed by 8 Governors.

She reported that attendance was below target. There had been no exclusions.

It was agreed that the format of the Headteacher's Report should be reviewed so that all the statutory information was included. The Head would bring a suggested template to the next FGB meeting for agreement so that it would be in use for the December FGB meeting. **ACTION: Head**

Some individual reports had not been received in time to add to the Headteacher's report, partly because of a new outbreak of Covid.

8. Discussion and decision relating to new SLT structure and succession planning

[Shelley Taylor and Harvey Barrington were asked to leave the meeting.]

Governors discussed the proposal of a co-headship for next year prior to Sarah Young's retirement at the end of the next academic year. She would, however, advise and support where needed after that time. The Chair wished to ensure that all Governors would welcome Shelley Taylor's appointment as Headteacher, as HR would want to know why the post was not being advertised. Sarah Young had done some research into other Special Schools and various similar arrangements had been put in place. It was important to plan ahead and put together a case. ***Governors felt that she would be an excellent Head. They recommended that preparation for Headship should be tied in to her Performance Management; that would then provide evidence of her suitability. Governors agreed the arrangement unanimously.***

[Shelley Taylor and Harvey Barrington returned to the meeting.]

When will this take effect? From September 2022. It was planned that another Assistant Head should be brought in from January 2023 so that there will be a senior team of 3 Assistant Heads. It may be possible to draw a Deputy Head from them in due course.

The Head of Safeguarding has resigned as from 30 June. Pastoral Leaders are now known as Pastoral Phase Leaders; they will also be trained as DSLs. Children in Need have been shared between senior leaders. Safeguarding update meetings are being held at regular intervals. DSLs will share the workload by being on duty on a daily rota and checking CPOMS frequently.

Who will be responsible for Residential Safeguarding? That will be covered by Simon Yockney and Simon White.

How will these changes affect the budget? Wendy Forster has already set the budget to include the arrangement. Years 1 and 2 have balanced but there is a slight deficit in Year 3. Some of the proposed changes had not yet been finalised, e.g. the job description for Family Partnership Worker.

What do you want that person to do? The person would also be DSL trained. The plan was to advertise in mid-August and interview a few weeks after.

The Head reported that Sarah Adams, the Transition Coordinator, was also leaving.

9. Website compliance

The Chair said that improvements had been made, although there were still no curriculum maps. Residential had provided a lot of interesting material including pictures.

10. Ratify policies agreed at Committees:

The policies were in the meeting folders.

They were ratified by the Governing Body:

First Aid

Residential Child Missing

Residential Admissions and Transition

Residential Privacy

Residential Recording and Reporting

11. Review business of three Committees: questions and comments invited from Governors

All minutes were on Governor Hub.

Revision 1 of the Budget had been agreed.

One page profiles of the curriculum would be followed up.

12. Agree nominated Safeguarding Governor

As Roger Billings had moved to Lowestoft he was not able to attend regular safeguarding meetings. The requirement for the Safeguarding Governor was that they needed to be involved in Residential monitoring, be available and trained.

Marie Greer agreed to take over the role. She would need to inspect the Single Central Record with Tanya, and be available for the residential Ofsted inspection. CPOMS training would also be needed.

Extra training in Safeguarding was also needed; Governors would need a face to face update.

It was agreed that Safeguarding Training would be provided by the Head before the Meet the Governors staff meeting at 1.30 on 27 September.

ACTION: Head / Governors

Harvey Barrington agreed to join the Standard 20 inspection team.

Marie Greer and Angela Wrighton had done the Safer Recruitment training. Any Governor who wished to take part in appointment interviews needed to do that.

Re Headteacher performance management: additional Governors were asked to do the training.

ACTION: Governors

13. Feedback from any additional Governor Training

See agenda item 6. Governors were urged to do online training.

ACTION: Governors

14. Calendar meeting dates for 2022-23

The proposed dates were provided. The first meeting would deal with Terms of Reference, etc. Viv Harrington apologised that she could not attend the meeting in September.

15. Any other business

Is there a school fete or other activity in school? No school fete this year due to staff departures.

Strandfest was successful. There were a lot of parents at sports day – 91 families were represented.

Parents on Facebook had said they had wished to come into school again.

Summer School – this is hopefully going to take place using school-led tutoring money and funds from the Big Norfolk Holiday Fund. It would include literacy, numeracy and nutrition lessons.

Multi-Academy Trust – the Head said that Ofsted would ask whether there had been any discussion by Governors of joining a MAT. This would be included in the December FGB agenda.

ACTION: December FGB

The meeting closed at 4.40pm

LIST OF ACTIONS

Action	By whom?	By when?
2. Suggestions for a co-opted Governor were invited.	Governors	ASAP
7. The Head would provide a template for Headteacher's Report.	Headteacher	Next FGB
12. Safeguarding training to be provided for Governors before the FGB meeting.	Headteacher / Governors	1.30 on 27 Feb.
12 and 13. A variety of online training is available to improve skills.	Governors	
14. Discussion re joining at Multi-Academy Trust to be an agenda item.	Chair	December FGB