

SIDESTRAND HALL SCHOOL



Minutes of Full Governing Body Meeting held on Wednesday 7 December 2022 at 3.30pm

Present: Angela Wrighton (Chair), Roger Billings, Marie Greer, Harvey Barrington [left 4.00], Duncan Mackenzie [arrived 3.40], Peter Godfrey, Clare Male, Viv Harrington, Sarah Young and Shelley Taylor (Co-Heads). Also present: Gill Leah (Minutes Secretary) and Jen Carter for agenda item 2.

Governors' questions and comments are in bold and italics.

1. Welcome

The Chair introduced Clare Male, the new Parent Governor.

2. An Introduction to THRIVE by Jen Carter

The THRIVE practitioner introduced herself and explained THRIVE. This is an online screening programme for all the children in school. It is used to identify gaps in individual development and the tasks and activities put in place following screening are designed to make children emotionally resilient and help them find their own strategies to cope. This is linked to their EHCPs. This could be individual or group tasks. Children's progress would be monitored and a programme of intervention put in place during Strategy time. Jen provides consistency for children who have other changes, e.g. classes and teachers as they move through the school. She also works with social workers or other agencies. She gave some examples of good outcomes for children.

She said that she was also a Signalong Tutor. The school has a Signalong choir. They have recently been given a Signalong Friendly School award. This could be used on the website and headed paper.

Governors were invited to ask for further information at any time.

3. Consideration of apologies for absence

Received and accepted from Emma Neave and Lloyd Johnson.

4. Vacancies / Clerk vacancy

There is still a vacancy for a Co-opted Governor and a Clerk.

5. Declaration of Conflict / Business Interests

None.

6. Confirmation of the minutes of the meeting of 27 September 2022

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.

7. Matters arising from the minutes of 27 September 2022

All matters on the Action List had been actioned. There were no further matters arising.

8. Headteacher's Report

Governors liked the new format and found it informative and useful. It was noted that it included information on Residential, in line with Ofsted's requirement. Thanks were given to Shelley Taylor.

Is there a trend to the high level of staff absences? Is it work-related? One had been recovering from surgery, one had been a HR issue and there had been cases of Covid. From January, back-to-work interviews will be held.

Do you have supply teachers? There is one regular supply. There were two candidates from a supply agency. One was not suitable and the references for the other were a problem. City-based schools find it easier to find supply teachers.

9. Safeguarding Report

This was not yet complete as it required more data; in the meantime, she summarised its contents. It was not yet on Governor Hub.

ACTION: Sarah Young

Sarah Young reported that 6 staff, including a Phase Leader, had received DSL training. Three more were on the list to receive it.

Marie Greer was the Safeguarding Governor and 4 Governors present had received face to face safeguarding training at the beginning of term. All Governors were asked to do the training on Gov Hub. Next year the Local Authority want all Gov Boards to complete the full Safeguarding NCC training in a face-to-face session using the Power point slides – after which they would receive a certificate. However, issues of time and availability may mean this is difficult to action.

ACTION:

Governors

Some school safeguarding information was on Scholarpack and some on CPOMS; this may need to be streamlined as it makes it difficult to ensure cases are correctly actioned and could give extra work in checking outcomes.

All Staff do updates for Safeguarding each September. Training for new staff needs to be done within their first two weeks. A new induction programme has been formulated. Staff are now using the TES suite of training with Courses / Modules identified for compulsory completion.

Shelley Taylor and Sarah Young have done Warner training for recruitment interviews to ensure that new staff are suitable to work in our school and with children. The Residential staff all have this interview as well as a general interview, and some Warner style questions are included in all interviews conducted. Safer Recruitment training has been done by some Governors through The Key. Other Governors were invited to do it if interested in assisting with interviewing.

ACTION: Governors

The Chair had expressed to County that charging nearly £200 for training per person was an obstacle preventing Governors from accessing the NCC training.

How many people need to be trained in Safer Recruitment? It is not a requirement but it could be useful and helpful to do it as a group through the Key; this would promote discussion. It could also be useful to involve Governors in short-listing candidates.

Many of the necessary policies had been written or reviewed, and agreed by Governors.

The self-review tool has not yet been done. Marie Greer and Sarah Young will complete it soon.

ACTION: Marie Greer / Sarah Young

The number of FSPs (Family Support Plans) needed to be updated.

One LADO (Local Authority Designated Officer) referral had been accepted. There had been a disciplinary panel.

There had been one referral to mental health and one child had been the victim of crime.

10. MAT discussion / consideration

Two documents about forming a MAT were on Governor Hub and had been signed by 7 people. There was a discussion. Various concerns were expressed, e.g.:

- costs of extra employees such as the CEO. We had previously looked into joining a MAT with the Kings Lynn special school – with a 7 ½ % top slice.
- Losing control of our budget and ability to make decisions about projects.

- No obvious partnerships, unless NASH (National Association of Special Schools Heads) could help. Three special schools in Norwich had tried it but it had not been successful.
- The Kings Lynn special school had had to lose 21 staff as an impact of being in a MAT. This would not be possible for us.

Peter Godfrey said that, as a Director of a MAT, he could provide information and guidance. There were financial benefits, e.g. sharing a finance department or maintenance team. Any available reserves should go back into the schools. Staff could be moved around to fill vacancies. Resources and expertise could be shared.

It was agreed that this would be discussed again at the FGB in a year's time.

ACTION: Agenda item (December 2023)

11. Ratification of Policies

All policies that had been agreed in Committees or had been delegated to the Headteacher were ratified:

- Safeguarding Complaints
- Admin of Medicines
- Epilepsy
- Hearing Impairment
- MSI
- Physical Interventions
- Residential Support and Supervision
- Residential vulnerability and lone working
- Supporting children with asthma
- Positive behaviour
- Residential Statement of Purpose
- Governor visits guidance
- Finance Sept 22
- ECT induction
- Absence Management
- Bullying and harassment
- Cyberbullying
- Grievance
- Pay
- Internet, social media and email
- Performance management
- Probation
- Violence at work

12. Review business of Committees

Questions and comments were invited from Governors on the minutes which were in the meeting folder on Governor Hub.

The Chair said that at the FP&P meeting it had been agreed that capital could be spent on a marquee (about £25,000), a secure compound (approx.. £5,000), new freezer (about £2,000). ***Governors ratified the decision.***

It had been agreed at the PDBW meeting that there would be a working party including Governors to discuss GDPR.

13. Feedback from any additional Governor Training

Cyber online training would be done by staff on 3 January. Governors were invited to join but would need the link.

ACTION: Governors

The GDPR audit done by DPO had been added to Governor Hub last FPP meeting. Governors had been sent a link to a Flipbook and Quiz which should be completed by all Governors. **ACTION: All Governors**

An internal GDPR RAG-rated audit needed to be done. Peter Godfrey would send a GDPR template to the Chair. **ACTION: Peter Godfrey**

A training record for Governors had been compiled and was on Governor Hub. Governors were urged to ensure they added all training courses /records to their Profile.

14. Reminder re Christmas Events

Thurs Dec 8th from 4.30pm to 7 Christmas event Illuminate and Fayre

Wed Dec 14th Lunch

Thurs Dec 15th Carol service Cromer Church 1.15pm start

15. Any other business

SIDP – *Are we on track for the December deadlines?* Governors on SIS committee were not sure that the dates listed on the SIDP were achievable. Shelley agreed that these would be changed and the document updated.

Extra allocation of funds by DfE – This was expected to be about £25,000 designated for improving energy efficiency in most schools. However with our new build in the near future it would seem inappropriate to invest in our old buildings, Wendy will be investigating possibilities.

The meeting closed at 4.50pm.

LIST OF ACTIONS

| Action | By whom? | By when? |
|--|------------------------------|------------------|
| 9. Safeguarding Report to be uploaded to Governor Hub when complete. | Sarah Young Chair | asap |
| 9. Local Authority Safeguarding training to be done. | All Governors | Sept 23 |
| 9. The Key's Safer Recruitment training to be done if interested. | Governors | |
| 9. Safeguarding Self-Review to be done. | Marie Greer / Sarah Young | |
| 10. Agenda item to discuss academisation again. | Clerk / Chair | December 2023 |
| 15. Cyber online training on 3 January. | Governors invited | |
| 15. GDPR template to be sent to Chair. | Peter Godfrey | |