

**SIDESTRAND HALL SCHOOL**  
**Minutes of Full Governing Body Meeting**  
**held on Wednesday 6<sup>th</sup> December 2023 at 3.30pm**



Present: Angela Wrighton (Chair), Marie Greer, Harvey Barrington, Duncan Mackenzie, Peter Godfrey, John Bull, Eva Stone, Clare Male, Shelley Taylor (Head), Jennifer Lawrence-Purrlant, Jane Bourne. Also present: Katherine Keyworth (Clerk). Invited: Mick Kelly (Assist. Head)

***Governors' questions and comments are in bold and italics.***

*Meeting Begins 3:30pm*

1. **Welcome to all** John will be a bit late but on his way. Chair welcomes all. Welcome to Jane. Governors introduce themselves and their roles.
2. **Consideration of apologies for absence** No apologies sent.
3. **Declaration of Conflict / Business Interests** None
4. **Confirmation of the minutes of the meeting of 26th September 2023** Governor wants amendment on meeting minutes FGB, no 16. 'Frustrated' not 'impatient'. *John arrives 15:33pm*
5. **Safeguarding update MG and MK** Next step for CPOMS is to look at how we monitor more effectively. Deputy meeting, feel we are ahead of other schools. Phase leaders are stronger in their practise. Practise is good for now and Ofsted are happy with it as it is. Follow up action now after external agency have been involved. MK Confident we are getting there. Physical restraint, thorough on CPOMS, Step Up team work with them. Paper based now and have fewer cases than other school but look at digitalising. ***Governor asks if the room have any question for MK. Governor asks for more explanation on what CPOMS is.*** MK –niggling doubts go on to CPOMS, eg. dirty uniform for several days, record on CPOMS and then DSL will investigate. Talk incidents through with MK and then actions agreed to reach a course of action. All DSL's can update CPOMS but not all staff can see everything. Parent concerns? Any members of staff can now log it. Residential have access to pupils who board. Everyone gets alerted. MG – if governors see anything in school they can use the paper system to report concerns. Always left last incident on pupil open, other schools close them. MK – better monitoring to be sure we can close cases. Good to hear from other schools at the Deputies meeting. Run a number of reports regularly. Changed categories to be more meaningful so reports would have been too broad. *MK leaves the meeting 15:46pm*

MG and Chair thank MK for the information that Governors have been able to access compared with previous years.

6. **Matters arising from the minutes of the meeting of 26th September 2023** None
7. **Headteacher's Report SAT** ***Chair thanks SAT for the Headteacher's report and for all the information included.*** SAT – Have had eventful term with Ofsted, but successful term with positive staff. Governor asks if fixed term exclusions are resolved. Yes just 1-2 day exclusions. Governor likes new format of the report, few words but massive work behind those words. ***Governors thank SAT and team.*** SCR monitoring gone well, couple of actions but good. Safeguarding monitoring reports are on GovernorHub. ***Governor, it's good looking at one area and not multiple.*** Lots of improvements being made.
8. **Review MAT consideration** DM&MG arranging meeting to go and visit the Wherry to see the Headteacher about their experience. Wherry have expressed they have no interest in joining any other special school. Looking at advantages of joining a single academy. ***Governor, funding may not be fair as we are a special school, top slice taken off and wouldn't be used to run as we need.*** Talk previously about a school being run as a MAT but wouldn't work. Pupil premiums would go into the pot and could be distributed and go to students who don't need that extra funding. Move to

academy may have an incentive payment but not any extra after then. Not going down that route but will be interesting to see.

9. **Equality objectives '23** Statutory requirement and goes on the website. SAT can make the amendments that JL-P has spotted. Paternity and menopause to be added. ***Governor asks about policy management***. SAT – keeping up with policies we have and then have a policy calendar so they don't get out-of-date.
10. **Any Questions re - new building [see FPP minutes] Clare / Shelley** MUGA is acronym for Multi use games area.
11. **Any questions re Ofsted inspection** Report is in. Had until last Friday to submit anything not agreed with. Should go live with Ofsted soon and then can be shared. Residential and whole school Ofsted. Residential went incredibly well. School was good and everything is positive. Arbor, curriculum and assessment in progress. Ofsted inspectors didn't make anyone feel uncomfortable or anyone had to answer anything gruelling. School paperwork was all there to be in a strong position to be in there. Governor, data can be found easily now to produce for them.
12. **Results of Skills Audit** Governor suggests SAT should fill the form in. Governor training available if governors want to improve their skills. Chair, good strengths of skills around the table.
13. **Ratify all Policies which have been agreed at Committees [see Committee folders /Agendas] or delegated to the Headteacher for approval.** *FPP - ESOPS, Pay Policy, CCTV v3, Safer Workforce PDBW - Residential Access to Risky Areas, Statement of Purpose [Residential]\_SIS - Careers Policy, Information, Advice and Guidance, Provider Access, Alternative Provision*  
Chair runs through list of policies. All happy with full ratification of the mentioned policies.

**14. Review business of Committees: questions and comments invited from Governors [Minutes in this folder ]**

i. **Finance, Personnel and Premises Committee** Revision 2 – Had an online meeting SAT/DM/WF, went through the budget with county and was as expected with no real challenges. Deficit next year and then more so the year after. All schools in the same position. Only area to reduce costs is in staffing costs but school is unable to run with a reduction, not safe for staff or pupils. County understand. Additional government funding is required. Red flag on audit went from Red to Amber. Everything moving the right way, thumbs up from county essentially. WF has got finger on the pulse. Looked at a DfE tool, recommendation included upping our spending to compare with other schools. Tool not ready for us yet. Training available for governors on Finance training. Peter has done H&S visit but still waiting for the report.

ii. **Personal Development, Behaviour & Welfare Committee** Good discussion from MK on attendance and how everyone is taking responsibility. Looked at incidents and CPOMS. Talked about how we get parents more involved. CM is managing to Facebook page and is ready to use as a tool, add newsletter etc. Must be managed to be a positive place, not a complaints forum. ***Parent Govs. needs more volume and content***. IT can pass on information that goes on the website.

iii. **School Improvement & Standards Committee [Progress towards SIDP Gov target L6 [RAG} and 3 words to forward for stages of assessment programmes [Explore/ Enquire/ Express ] Germination/Budding / Flowering** Arbor demonstration on the screen.

Governors page on the SIDP, improving link roles. Chair has RAG rated it. Governors to look at it and be happy with it, to go to SAT.

14. **Feedback from any additional Governor Training /Report in folder / Gov hub training report**  
Governors can look at training logs on GovernorHub to see what other members of the board have done. Keep adding to that and link to the skills audit.

**15. Reports from Governor Monitoring** DM/JBo met to talk about EHCP. JBo = year long project to get them into a tip top state. All conclusions are correct, no children are being disadvantaged. SIDP says year long and she is on track. Has good report with county so can work on wording, very positive. Upper school, as they are heading towards colleges and careers. EHCP targets are not always appropriate for being in a special school. Need EHCP to be tailored to Special school as provision is different to mainstream. EHCPs need to be fit for the school and the provisions we have in the settings. Important for pupils joining the school. FDr – working on PP, DM will revisit for annual report in March. DM – Clarified numbers on reports with PN. Need report earlier and more narrative behind the numbers. Increases of incidents need to be investigated, handle on it and have been talking about it. HSB – Numbers driven by one pupil.

PG/WF meeting. Looked at training records, no ref to H&S training. Fire marshal and fire training. PG needs to share his final draft. GDPR training needs to be updated. Part of Staff induction. Room thinks it's a recording issues as opposed to training not being completed. Follow up action.

**17. Events for Christmas reminder** Illuminate Event tomorrow. Carols in Cromer Church Monday 18<sup>th</sup> Dec 10:30am. Christmas dinner 19<sup>th</sup> Dec 12:30pm. Governor gift box donations are being contributed.

**18. Any other business** Building project meeting, no date set as yet. Maybe February/ March. Feedback for IT, especially from Parents, on website. Governors to thank DW for on saving the school a lot of money. And get gift together for her. Parent Governor Vacancy. DBS and continue with process for appointing the applicant as only one.

*Meeting Ends 4:47pm*

### LIST OF ACTIONS

Action	By Whom?	By When?
Amendment to FGB minutes 26.09.23	Clerk Upload to folder on Govhub by Chair	asap
Equality Objective Amendments	J L-P	asap
IT to pass on website content for FB page	IT	Ongoing
H&S training recording	SBM to show PG	Next meeting
Gift to thank DW(IT manager)	Chair	asap
Appoint new parent governor	AW/SAT (KK-Admin)	ASAP