

SIDESTRAND HALL SCHOOL



Minutes of Full Governing Body Meeting held on Tuesday 26th September 2023 at 3.45pm

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

Governors' questions and comments are in bold and italics.

1. Welcome to Governors and Clerk

Welcome to Shelley as Head.

2. Consideration of apologies for absence

Received and accepted from Roger Billings. Lloyd Johnson absent with no apologies sent.

3. Declaration of Conflict / Business Interests

None. Chair tells meeting how to find how to declare conflict/ business interests on GovernorHub. Also about the safeguarding training.

4. Elections of officers: Chair and Vice Chair

Angela Wrighton nominated for Chair. The Vice Chair will be Marie Greer

5. Agree minutes of meeting of 12th July 2023

Read and agreed.

6. Matters arising from the minutes of 12th July 2023

Head teacher's PM. Will be Angela Wrighton and Duncan Mackenzie. John Bull and Marie Greer expressed an interest but currently are not trained. Angela Wrighton invited them to attend on 20.10.23. Duncan asked that those who attend are agreed in advance. Diversity, still looking for possible new governors when a position next becomes available. Safeguarding training organised. Clare to send amendments to meeting minutes. SIDP will be further discussed at today's meeting.

7. Committees: i) Review of Delegation Planner/ii) review Committee structure/membership/chairs/link roles/ iii) confirm terms of reference

i) Delegation Planner. All are still happy with last year's delegations. ii) Committee structure, need to find a replacement for numeracy, Amanda currently. All happy with structure. Chair encourages Chairs of committees to add Agenda items in future meetings. Hannah Letts needs extra bodies for TITAN. ***A governor drew attention to the continued absence of Lloyd Johnson as his inactivity means they are not a full team currently. Member found he has been unresponsive to emails.*** Chair state any action taken needs to be a group decision. All agreed Chair contacts Lloyd about resigning with deadline in case of no response. The outcome may result in the need of a new parent governor. ***Discussion on Roger Billings, a governor suggests maybe an Associate role. Head and Harvey – There will still be a role for him at the school and with school events, even if he isn't a full governor.*** ii) Terms of reference stay the same.

8. Confirmation of reading of Sept 23 KCSIE, Gov Code of Conduct and Safeguarding Policy

On GovernorHub. Read and confirm agreement. Keep personal details up to date.

9. Confirm renewal of the terms of office of any Governors whose terms end in 2023/24

Peter Godfrey, all happy to extend his terms of office.

10. Consent for processing of Governor's personal details form

Governors to agree or not to consent form until new HR staff member starts. Chair asks Governors to use their school email addresses.

11. New Governor Induction Document

Document updated by Chair. New governors to fill out and arrange meeting with Chair.

12. L6 SIDP Governors

Suggestions from July, Chair put together document and all are happy. Chair thanks Shelley for the documents needed to start the new school year. Seconded by Duncan.

13. Policies – name changes etc. on existing policies

Head to review how governors deal with policies. The plan is to put policies into families, flow chart. Clearer for staff and governors. Over 100 policies currently, will look at combining to be more user friendly. To make it easier to find what is most essential and relevant to staff roles. Past policies will change Sarah Young to Shelley Taylor or Head teacher – Head to action. All agreed.

14. New build update

Head asked for timings and when meetings will be. Emailed but not sufficient response to update governors. ***Outline planning not available for the governors, more information needed.*** Head – new build will accommodate new children with new needs, not just the children we have now, so need all through school. ***Want to see what the progress is and put meetings in the diary.*** Head has enquired about pre planning and has said we need notice for meetings to fit with the busy school term. Concerns with the RAAC crisis effecting funding. ***Clare addressed RAAC with Wendy Forster (SBM) at meeting on 15th September to tie in with new building plans.***

15. Ratification of Policies confirmation if any – Safeguarding

Safeguarding policy has been ratified on GovernorHub.

16. Head teacher's report on new term start inc. explanation of new admin roles, DBS issues update and website

The room were updated on the school website progress. Head says it will be done by the end of next week. **Governors expressed frustration.** Head – Staff illness has slowed progress. Kitchen is short staffed so has been using admin staff. Head updates room on admin staffing, new structure will include crossovers in duties to avoid gaps when staff are absent. New HR staff member due to start in the next 2 weeks. Admin audited. Data Officer in place for 2 days a week. On the right track, once back to full capacity and the transition settles, as have the right people in post. ***Need to use admin situation as learning curve. Also an opportunity for better processes, for example school money system needs simplifying, and how it is communicated to parents.*** DBS – DBS system changed in 2012 not to automatically include working with children and adults. 6th form has students over the age of 18 so need to DBS for children and adults. All

staff being DBS checked again, Residential and 6th form as a priority. Going to do the whole staff for good practice. Big cost and time element and will result in renewals not being staggered in the future.

17. Set date for Equality objectives group meet

Set meeting date for Wednesday 11th October 3.30pm, Governors and Shelley.

18. Any other business

Duncan – SAT documents, could the documents be put in a separate folder please? Chair to action

Head – Open Evening in 6th form tomorrow evening, governors welcome to join after safeguarding training.

The meeting closed at 16.45pm.

LIST OF ACTIONS

Action	By whom?	By when?
6. Clare to send meeting amendments for 12.07.23	Clare	
7. Committee structure, need to find a replacement for numeracy		
7. Hannah Letts needs extra bodies for TITAN		
7. Chair contacts Lloyd about position.	Chair	
7. Chair to speak with Roger Billings.	Chair	
8. Read and confirm agreement. Keep personal details up to date	Governors	
10. Governors to agree or not to consent form	Governors	
11. New Governor Induction Document. New governors to fill out and arrange meeting with Chair.	New governors and Chair	
13. Past policies will change Sarah Young to Shelley Taylor or Head teacher	Shelley Taylor	
17. Attend equality objectives group meet 11.10.23	Governors and Shelley Taylor	
18. Move SAT documents	Chair	