

Meeting of Full Governing Body

Held at Sidestrand Hall School on 16th July 25 at 3.30pm



Present: Angela Wrighton (Chair), Shelley Taylor (Headteacher), Jennifer Lawrence Purrlant, Alex Cooper, Clare Edgington, Duncan Mackenzie, Marie Greer, Harvey Barrington, Peter Godfrey, Jane Bourne. Also in attendance: Gemma Crammond [New Parent Governor] Kate Muir [Clerk]

Invited: Vivien Harrington [Associate Member]. Roger Billings. Unable to attend.

Guests: Mick Kelly (4.15pm)

Governors' comments are in bold and italics.

Welcome to all

Consideration of apologies for absence: Eva Stone (accepted). John Bull (accepted).

Declaration of Conflict / Business Interests: Governors - None

Vacancies/ Terms of Office: Gemma Crammond - new Parent appointment. Invited for 4 year term (can resign within term). M Greer - renew for 1 year. Chair asked Governors if everyone ok with 1 year. Governors confirmed yes.

Review of Associates. Chair highlighted Roger Billings and Vivien Harrington. Both previous Governors. Roger Billings contributed hugely over the years and has long association with the school. Moved out of area, but didn't want to step down entirely. Vivien previously also hugely valued impact, especially around fundraising. Chair emailed both, explained our position and offered to them both if they would like to remain as Associate Governors. Alex Cooper has since joined FPP committee and has been attending meetings. Vivien and Roger are both trustees of Strands Charity. Vivien would like to remain, wants to be more active when she has the time. Awaiting response from Roger. Chair highlighted that to remain they would both need to complete their Safeguarding training in September. Unable to make full decision today, will review in September, perhaps at the 1st meeting. Chair invited Governors to comment. Governor asked if there's a reason to be an Associate and not a Volunteer. Chair suggested this to both parties. Reluctant to create a hard line. Governor commented that we need to be careful we're not outside of constitution. Chair acknowledged and confirmed it needed to be dealt with gradually.

Review Gov roles. Chair asked Governors if they'd like a different challenge and has asked who they'd like to invite to different meetings. Committees/Meetings. Chair asked Governors if they would like to consider just running FGB meetings rather than committees. This would mean two FGB meetings per term. Some other schools run it this way. Chair believes it is valuable to run committees, but is giving the option to think about it.

Governor challenged that the current structure builds expertise and highlighted the danger of purely FGB meetings creating gaps. As no strong views current structure remains for review in July 26.

Confirmation of the minutes of the meeting of 26th March 25: Chair stated that the minutes are on Gov Hub. 7 signed off. Chair asked the Governors if all were happy to sign off. Governors agreed. Confirmation of minutes completed and signed.

Matters arising from the minutes of the meeting of 26th March 25: Chair asked if there were any questions or comments. Governors responded that there were none. Chair commented that in September we're hoping to move to keep minutes digitally so we don't have to sign paperwork each meeting. Jenn Lawrence Purrlant and Debra Wood will set up on Google Drive so copies can be accessed in school as well as on Gov Hub. Supports attempt to be paperless. Chair asked Governors if they were all happy with this. Governors confirmed yes.

Headteacher's Report Term 3 SAT: Head reported that it has been a very busy term. External projects as well as lots of events in school. 1st Summer Fayre out of hours. £1300 profit raised for Strands Charity. Prize giving took place, attended by parents. Students currently out on reward trips. Also hosted a Summer Party which was a nice event. Strandfest will take place on Friday 18th – 90's themed. Some primary schools and 1 other special school attending. Community Sports Day hosted at Beeston – 200 + family and friends attended. Struggle to host on our site now, worked well using Beeston. Head has conducted lots of interviews this term, thanks Duncan Mackenzie for attendance. As things stand today we're fully staffed. Two staff members and a TA are having operations during the holidays, so will need supply in September, taster day happening tomorrow. Transition days and event went well this year. 31 starting in September, one of the highest we've had. Tribunals have been directed, sometimes not getting right students. Tribunals don't always hear schools. NPLaw inconsistent with support. Raised at Heads and Officers, muted. 197 for September – highest number of students. Class sizes of 11/12 – danger in class. Tribunals virtual, but takes time. Governor asked if it will be easier with the new site with set role number. Head responded that it will take it over, don't have PAN, but they said it doesn't register or really get considered, the code needs to change.. [Not sure this bit matters now] The recent capacity report DfE – put it to number we have. Head has questioned H&S. Highlighted that her issue/concern is for the children. Always on Heads and Officers agenda. Headteachers

impacted this year. One student moved to Duke of Lancaster, paperwork doesn't always reflect, student was too able. Two joined SHS (1 swap with Duke of Lancaster) [1 in April and 1 in May]. SHS are now talking between schools, if we feel we can't meet need, talks happen. Attendance 92% - MKe will cover more on this. Safeguarding Review/Audit taken place this year. Conducting 2 surveys per year to ask staff about knowledge on safeguarding – this feeds into training. LAC – exclusions – 3 days (2 students) in report. 1 today. LoA's/ sickness still a challenge. Back to work interviews being conducted. Staff are subjected to illness with their roles. Training in report. Phonics – Read, Write, Ink. SJo and SAT training. All teachers will be covered for staff training in January. Needs adapting for our children. 'Step Up' and 'Sept On' Trainer training completed by SAT and MKe, 5 days over 3 weeks. Can deliver top down for consistency. Behaviour perceptions are a concern. Focus for next year. Rules and expectations need to be adjusted to our school. SAT and MKe's training will help. Boarding going well, SY reported last PDBW. Trips also going well, very inclusive. Parents evening went ahead after survey confirmed demand. Tried to offer as an information evening as well with careers and uniform along with mental health team visit. Hopefully this format will continue to work well. 59 parents (main road to school closure didn't help). Upper School parent attendance good. May parents evening will combine upper school open evening. Sports Day – Catkins transition parents attended with existing parents. Governor asked Head to clarify what information was needed in the empty boxes in the Heads Report for Pupil Premium Grants. Head confirmed she would add necessary information to empty boxes ACTION. Governor commented that parents she knows gave very positive feedback regarding Sports Day and thanked the Headteacher for a great year. Additional Governor also commented that they attended the Summer Fayre and that it was a fabulous event and how wonderful it was to see the children up on stage, echoed initial Governor's comments. Governor highlighted that tribunals system needs to be monitored to ensure there's no negative impact on staff and school. Asked what the implication is – complex needs/ health? Head responded that it's one box – complex needs. Judges not always aware of the difference it makes, but Head stated that it makes a massive difference, judges get a heavier parent view rather than seeing it from the school's side. 197 is very high. Governor asked if impact was across school or just Dragonfly. Head confirmed across the school. Governor acknowledged this makes it harder. Head has to write two more over summer, impact statements are hard as she doesn't know the children, not going to be a quick fix. Governor acknowledged it's always been a problem

Confidential Item Headteacher: HB and JLP asked to leave briefly. Governors discussed confidential staffing item.

New build update: Head advised that there is no build updated as referenced in the last meeting. Governor asked if she should agitate as per offer at FPP meeting on 02/07/25. Head emailed after the FPP meeting as she's in danger of being in the same position as last year. No update on build from DfE, referenced September as date. Due to meet on Tuesday. Governor awaiting further instruction on whether to agitate.

Update re SEN TRUST [Minutes of last Board meeting]: We don't have end date. Governor commented that minutes were very helpful. Chair offered accounts as well. Governor said accounts would be helpful. Chair agreed to put them into the last FPP meeting folder. ACTION.

Review and RAG Gov SIDP targets 24-5: Chair reviewed targets with Governors. Governor requested to keep the item relating to having information prior to events. Governors discussed the meetings for link staff with Governors – 1 visit per term. Governors agreed RAG ratings for targets. Parent governor relationships will be focus with new Parent Governor joining. Additional to work on it for September as have been without DM for 1 year. Governor highlighted at this point that Arbor usage is up to 80%. IT parental engagement is good. Governor indicated concern that paying on Arbor is counter intuitive. Governor asked if there had been parent engagement issue. Chair advised that due to location of parents engagement can be difficult, mostly due to distance from school. Governor commented that Facebook interactions are good, Governors feel that this can grow. Perhaps future opportunity to strengthen links. Chair mentioned DCh – Family Support Officer joining 3 years ago has provided a good link to families.

Safeguarding update – Annual Report discussion, and agree date for training in September [Marie] Mick 4.15pm:

Governor advised that IT audit wasn't done this year. Reviewed policy, more coming on AI. More work for KCSIE – shows us how big it is. Online safety cross over with safeguarding. Audit next year needs IT experts for curriculum and ICT side across safeguarding. AI is moving fast, we're a long way towards it but not as far as we'd hoped. Head commented that she had been to a conference a few weeks ago and following that has obtained a training package quote which is on its way, will need reviewing. We need staff body training, photo use etc., needs to be explored and Internet Safety. Chair noted to keep target for next year. Governor commented that the audit will complete the deep dive. Chair highlighted that she had found the 'Effectiveness' tab on Gov Hub and asked everyone to rate themselves. Interesting to see how people feel. Quick to do. Chair will collate information. Is it sufficient or do we need a skills audit (every 3 years) ACTIONS. Clerk left the room to find MKe for his guest piece in the Safeguarding update. Safeguarding Annual Report (was on PDBW – now updated)

MKe stated that MG sent him the training updated for Governors. Training for Staff will be in September ACTION.

MKe ran County training last year, using the same training this year. If MKe goes through same material every year, it could be quite dry. MKe creating a quiz. Will cover the staff body in 2 halves. MKe re-capping/adapting training to make a bit more engaging. This will be updated. 3 new trainings for staff online: Prevent training is due.

Policies – MKe has worked with others to update and iron out issues. Online Safety Policy is currently at SMT for ratification. DW and MKe worked together on it. Next year there will be a hub – MKe, JLP, DW, KOH – meet twice a year (late Autumn and late Spring/ early Summer) for online reviews. Provides opportunity to look at policies and consider AI changes. All domains impacted by online and Social Media hub.

Incidents have gone up indeed. We have become far more robust – nothing is too small. Class recognising when there's a picture around a student. More confident using CPOMS. CPOMS is an Induction item which all staff are given. Some new staff had used before. 'Staff Safe' system being looked at by SAT and MKe, currently testing system to see if it works for staff. Confidential at the moment. Need arose after wellbeing focus.

Increase in incidents – lots of children, lots of need. DCh has 10-15 families, lots goes on. CPOMS generally busier, better at following up.

MKe – DSL update – did training. Starting all entries with his initials and role – i.e.: MKe – DSL – need role on CPOMS for tracking as not everyone who has access knows initials.

Ofsted – LC follow ups came up on audit. Dashboard very busy – good safeguarding.

Chair mentioned newsletter released this week – new model for Safeguarding policy and asked MKe if he had seen. MKe had not seen yet. Chair mentioned Norfolk model policy has been updated – does that affect ours for September? Amendments to SG and KCSIE.

Head commented maybe not big changes in KCSIE this year. MKe runs off changes in September – we can add those in. Chair advised Governors are happy to sign off online if new policy needed. 24th September – Meet the Staff meeting. Suggested SG training to take place prior to the Meet the Staff session. Chair asked Governors if this suggested date is ok. Governors agreed it would work. 1.30pm start – 2 hours. JLP and HB to complete their training with the rest of the staff rather than Governor session.

Governor thanked MKe and everyone. Governors have come a long way as well. Annual Report will be more straightforward due to committee updates. Across the board – expressed thanks to MKe and all DSL's. Lots of work gone on. 6 meetings, 3 SCR.

MKe commented that there's always tweaks, but feels much better. Has an SG meetings are happening in school, tends to be on in every three weeks, so more meetings happening. MKe will remove actions only once complete for incidents. MKe action to go through with Staff and pupils and Resi to follow up and make sure he filters back to close items. Senior mental health lead also working well. PN – role changed, got better – more time.

Head commented that the mental health team has got stronger. Not 1st complex needs school, but they weren't sure about program. It worked well, now identified group working within. September assembly on Resilience. Also staff support session as well next year. September starting in better position, especially staff. Staff reluctant to use online support functions, f2f better.

Governor thanked DM for contributions for Pupil Voice.

8 questions to be addressed at the end of the report:

Governors discussed the 8 questions at the end of the Safeguarding report, and MG agreed to collate and write suitable responses, with the final document to be added to the meeting folder.

Chair invited thoughts on 8 questions.

Review Equality and Diversity Objectives SAT: Chair continued with item 13 in Clerk's absence. Shelley asked 3 Governors to meet with her to finalize details for Policy she is working on and bring to FGB next term ACTION.

Website compliance / check Gobs details etc., use Sidestrandhall emails please: Chair commented that JLP had been keeping an eye on everything for the website and statutory. Please use Sidestrandhall email addresses for all school items. Start with personal emails on Gov Hub, but need updating once you have school email address.

Agree Meeting dates for 25-6: Chair asked Governors if all dates are ok. Governors agreed yes. ACTION.

Annual Governor Statement 25: Chair amended, can now go on website. ACTION

Ratify all Policies which have been agreed at Committees [see Committee folders /Agendas] or delegated to the Headteacher for approval: Residential Statement of Purpose – Signed by Chair. Self-Injurious Behaviour in Autism has been added to folder for reading (policy signed off by SLT).

FPP – 16-19 Bursary Policy and Leaflet

PDBW – none

SIS – none

FGB – none

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

Finance, Personnel and Premises Committee

Personal Development, Behaviour & Welfare Committee

School Improvement & Standards Committee

Chair asked Governors if anyone had any questions. Governors confirmed there were none.

Governor asked if AW would accept a nomination for Chair. Asked if we are in a position to nominate our Chair for next year? DM said he'd like to nominate AW. MG (Vice Chair) has only agreed for 1 year, but would like to stay on. Chair commented that it's a stable body, people continuing with roles is positive.

Feedback from any additional Monitoring or Governor Training / Gov hub training report: Induction for Governors.

AC completed. Chair suggested that GC completed the same training.

Any other business: MG Residential Visit. Saw Child friendly policies, symbol policy, very impressed, good to see. Did paperwork yesterday, looking good, DM and AW will be visiting for the Residential BBQ on Thursday 17th July

20. AoB: *Chair went round table one by one to Governors.*

CE Strandfest Friday – would anyone like to join me? GC said she would and AW CE/GC will arrange. **ACTION.**

Chair continued round table. No other items.

Meeting closed 17.05

Agenda Item	Action to be completed	Responsible	Date to be completed
7	Add necessary information to empty boxes in Heads Report for Pupil Premium Grants	Head	ASAP
10	Load Trust Accounts into the FPP meeting folder (02/07/25)	Chair	ASAP – added by AW 16/07/2025
12	All to complete effectiveness assessment and rate themselves on Gov. Hub.	Governors	ASAP
12	Effectiveness assessment information to be collated.	Chair	ASAP
13	Move forwards with new documents, come to September meeting once discussed.	CE, ME and DM	September
15	Meeting dates to be added to Gov. Hub	Chair	September
16	Annual Governor Statement 25 to go on website	JLP	ASAP
12	Fix training date for Governors with staff in September. AW to add 24 th September to the list of dates for Gov. Hub.	MKe	AW & MKe fixed this for 24 th September. 1.00pm (2 hrs).
12	Book Conference Room for Governor SG Training (new booking system for meeting rooms currently being created – this has gone onto the school calendar and meeting room will be booked)	KM	22/07/25
12	Review dates for individual training on Governor Hub	MG	For September
20	Timings for Strandfest attendance to be put on Gov Hub noticeboard	CE	17/07/25