

FOREST MOOR SCHOOL

Meeting of the Full Governing Body held on Monday 23 November 2015 at 4.30 p.m.

MINUTES (Approved)

Present: Philip Turnpenny – Chair; John Fort (JF); Jacqui Oversby (JO); Greg Richardson (GR); Sue Welch (SW); Jon Hosegood (JH); John O’Garra (JO’G); Marc Peart – Headteacher (SA); Louise Souter (LS).

In Attendance: Paul Bradley – NYCC Clerk to Governors

		Action
PART ‘A’ - PROCEDURAL		
1	Welcome The Chair welcomed everyone to the meeting.	
2	Apologies for absence Governors consented to the apologies for absence submitted by Jim Brosnan and Andy Coates.	
3	Confidentiality No items on the agenda were deemed to be confidential.	
4	Declarations There were no declarations of any conflict of interest in respect of matters on the agenda.	
5	Minutes of the meeting held on 21 September 2015 The minutes of the meeting held on 21 September 2015 were approved and signed by the Chair as a correct record.	
6	Matters arising <u>Page 2 – Standing Orders and Code of Practice</u> – The Clerk confirmed that he had amended the document and would ensure that an updated version is held by the School Business Manager. <u>Page 2 – Committee Booklet</u> – The Clerk confirmed that he had amended this booklet and would ensure that an updated version is held by the School Business Manager. <u>Page 3 – Governing Body Delegation</u> – It was noted that the SIC has considered the scope of delegation but the Resources Committee has not yet done so. The Headteacher agreed to produce a final version of the Governing Body Delegation document. <u>Page 4 – Educational Health & Care Plans</u> – the Headteacher confirmed that the LA appeared to be listening to his representations about the type of pupils which the school could work with most successfully. <u>Page 4 – School Website</u> – The Headteacher reported that the school website has been updated. However some information can only be changed by the website developer (e.g. details of the SEND offer) and this	Clerk Clerk Headteacher

	<p>is causing some delay.</p> <p><u>Page 4 - Governor profiles</u> –JO and JB have completed their profiles. It was agreed that the School Business Manager should be asked to chase these up with the website developer.</p> <p><u>Page 4 – Publication of Governor details</u> – All governors had now completed their Declarations of Interests forms and the School Business Manager would be asked to update the website with this information.</p> <p><u>Page 4 – Governance Annual Statement</u> – a draft has been prepared. It was agreed that, in JB’s absence, SW and JO would review it immediately after the meeting so that it could then be put on the school website.</p> <p><u>Page 4 – Publicity re Ofsted Report</u> – The Headteacher had thought that the LA were going to issue a press statement so had not done anything himself. Governors agreed that it was now too late to take any action.</p> <p><u>Page 5 – Leaver destinations</u> – The Headteacher apologised that he had not included leaver destinations in his report as requested and undertook to do so in his next report.</p> <p><u>Page 5 – Staff performance management reviews</u> – the Headteacher confirmed that he had put together the format of this year’s reviews and individual targets for professional development.</p> <p><u>Page 5 – Heat metering system</u> – There had been no further developments. The Headteacher was waiting for a reply from Anton Hodges at NYCC. It is unlikely that any government subsidy will be available.</p> <p><u>Page 6 – Playground</u> – This is still with the planning authorities at NYCC. JF agreed to contact them to find out the reason for the delay.</p> <p><u>Page 6 – Gate/CCTV</u> – The Headteacher reported that the licence for the 63 cameras around the school had expired and he understood that the cost of ensuring that all cameras and keypads worked properly would be about £30k. In the Headteacher’s view, the LA should be involved in any decision as they had invested the money initially to have the equipment installed. A representative of a private company will attend the next Resources Committee meeting to explain the issues.</p> <p><u>Page 6 – QA Monitoring</u> – the next meeting will be held on 8 December 2015. JH and SW will attend.</p> <p><u>Page 7 – Governance Health Check by LA</u> – This had taken place earlier today. There were no major issues. The need to ensure that the website is fully updated had been raised. A report will be produced and circulated.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>SW/JO</p> <p>Headteacher</p> <p>JF</p>
PART ‘B’ – SCHOOL IMPROVEMENT		
7	<p>Strategy Day</p> <p>A strategy planning day had been held on 2 November 2015. This was felt to have been a useful opportunity for governors to meet senior staff in the school and LA officials. The main action points from the day were set out in the Headteacher’s report. The detail will be included in the SDP so that there is a clear route for monitoring progress via the SIC. There is a recognition that financial sustainability could not be achieved until pupil numbers increased. The School Development Plan is to be discussed at the next School Improvement Committee meeting on 14 December 2015 and the full Governing Body on 18 January 2016.</p>	

8	<p>Headteacher's Report</p> <p>Governors considered the Headteacher's report which had been circulated in advance. A copy of the report is in the Minute Book in school.</p> <p>Governors asked questions:</p> <p>Question: Have the number of exclusions calmed down?</p> <p>Answer: Yes. The pupil concerned is now on an intensive package of support. Off-site education for another pupil has been arranged. Am satisfied that other pupils and staff are now safe.</p> <p>Question: Were the assaults on staff reported to the Police?</p> <p>Answer: Yes.</p> <p>The Headteacher also gave a verbal report on the power outage which had occurred during the weekend of 7/8 November. On the following Monday when school should have reopened, there had been no heating, water or IT. The Headteacher had therefore made the decision not to open the school. Staff worked until lunchtime. The school reopened the following day. The Headteacher thanked Pete Wilson (caretaker) for his outstanding work in keeping the premises working.</p> <p>Question: What about the standby generators?</p> <p>Answer: There is an emergency power generator only for lighting.</p> <p>Question: What if Pete Wilson is ever absent e.g. on long term sick? Is there a contingency plan?</p> <p>Answer: Agree that arrangements need to be set up.</p> <p>Question: Is there a procedures manual which someone else could use?</p> <p>Answer: There is some information, but the school's systems are very complex and it would be difficult to pick up Pete Wilson's work.</p> <p>Question/Comment: The school is vulnerable when all the skills and knowledge are focused on one individual. There needs to be a contingency plan in place e.g. someone from the LA who steps in in an emergency or an arrangement with an outside contractor.</p> <p>Answer: Will see what can be done. Ideally, when pupil numbers increase, the school should have an additional member of staff or a trainee/apprentice. At present, Pete Wilson is constantly having to firefight and would find it difficult to find the time to prepare a full procedures manual.</p>	Headteacher
9	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. School Improvement Committee – 5 October 2015 The minutes had been circulated. There were no questions. It was reported that the SDP will be considered at the next meeting. 2. Headteacher's Performance Management Review This will be held on 3 December 2015 a.m. by PT, JO'G and SW. 	
10	<p>Health & Safety</p> <p>There were no issues to discuss.</p>	
11	<p>Safeguarding Issues</p> <p>The new NYCC template report had been completed by Rachel Wilkinson. JH agreed to review the report and it will then be considered by the Full Governing Body at the next meeting.</p>	JH Clerk (agenda)

12	<p>Governing Body Business</p> <ol style="list-style-type: none"> 1. Governor vacancies JO reported that the person who may be interested in becoming a governor could not commit at present but may be available early in 2016. JO agreed to contact the person again in the New Year. 2. Governor induction process The Clerk had adapted the NYCC model document for this school. The Clerk agreed to send a draft to LS so that she could input her comments. The document will then be considered at the next meeting of the Full Governing Body. 3. Revised Governor disqualification declaration form The Clerk reported that all governors are required to sign a new declaration which includes an agreement that their details can be placed on the school website. Forms were circulated to all governors present. 4. Governor training and SIN meetings No training had been undertaken since the last meeting. 	<p>JO</p> <p>Clerk/LS</p> <p>Clerk (agenda)</p>
PART 'C' - OTHER		
13	<p>Correspondence</p> <p>The Chair reported that he had received correspondence from the school about recent exclusions.</p>	
14	<p>Any other business</p> <p><u>Student Voice</u> – the Headteacher will supply information to JO about the new arrangements.</p> <p><u>Christmas function</u> – All governors are invited to the school’s Christmas function on Friday 18 December 2015 at 10.30 a.m.</p>	Headteacher
15	<p>Next meeting</p> <p>The next Full Governors’ Meeting will be held on Monday 18 January 2016 at 4.30 p.m.</p>	

Chair:

Date: