

## FOREST MOOR SCHOOL

**Meeting of the Full Governing Body held on Monday 18 January 2016 at 4.30 p.m.**

### MINUTES

**Present:** Philip Turnpenny – Chair; Jim Brosnan (JB); Jacqui Oversby (JO); Greg Richardson (GR); Sue Welch (SW); Jon Hosegood (JH); Louise Souter (LS); Marc Peart – Headteacher (MP).

**In Attendance:** Paul Bradley – NYCC Clerk to Governors

		<b>Action</b>
<b>PART 'A' - PROCEDURAL</b>		
<b>1</b>	<p><b>Welcome</b> The Chair welcomed everyone to the meeting and congratulated JO on her reappointment as a parent governor. The Headteacher gave a brief explanation for the closure of the school today – a serious flood had affected parts of the school. It was expected that contractors would attend tomorrow to deal with the matter.</p>	
<b>2</b>	<p><b>Apologies for absence</b> Governors consented to the apologies submitted by John Fort, Andy Coates and John O'Garra.</p>	
<b>3</b>	<p><b>Confidentiality</b> No items on the agenda were deemed to be confidential.</p>	
<b>4</b>	<p><b>Declarations</b> There were no declarations of any conflict of interest in respect of matters on the agenda.</p>	
<b>5</b>	<p><b>Minutes of the meeting held on 23 November 2015</b> The minutes of the meeting of the Full Governing Body held on 23 November 2015 were approved and signed by the Chair.</p>	
<b>6</b>	<p><b>Matters arising</b> <u>Page 1 – Standing Orders and Code of Practice</u> – The Clerk confirmed that he had sent a copy of the updated documents to the School Business Manager and asked her to file a hard copy. <u>Page 1 – Committee Booklet</u> – The Clerk confirmed that he had sent a copy of the updated document to the School Business Manager and asked her to file a copy. <u>Page 1 – Governing Body Delegation document</u> – It was noted that this had not yet been finalised. <u>Page 1 – Educational Health &amp; Care Plans</u> – A governor asked whether there is now a clear process in place with the LA for pupil admissions. The Headteacher confirmed that such a process is in place and that the LA now has a better understanding about which pupils are appropriate for the school and there is a more consistent approach. The</p>	

	<p>Headteacher continues to have a dialogue with the LA about future pupil numbers. It was agreed that the Headteacher should send a copy of the selection/admissions process to all governors for information.</p> <p><u>Page 1 – School website</u> – The Headteacher reported that this is now up to date and meeting statutory requirements. He confirmed that the SEND offer is on the website and that the School Business Manager is liaising regularly with the website developer about arrangements for uploading information in future.</p> <p><u>Page 2 – Governor profiles</u> – These are now on the website. A photo of LS is still required. LS agreed to liaise with the School Business Manager.</p> <p><u>Page 2 – Publication of Governor Declarations of Interests</u> – This information is now on the website.</p> <p><u>Page 2 – Governance Annual Statement</u> – This has been reviewed and is on the website.</p> <p><u>Page 2 – Leaver destinations</u> – The Headteacher reported that there had been 7 x Year 11 pupils. 5 had continued in education, 1 had gone into the family business and 1 was believed to have started further education (but it was not known if this had been sustained). Governors asked questions:</p> <p><b>Question:</b> Are there plans for the educational attainment of Year 11 pupils to improve this year?</p> <p><b>Answer:</b> Yes, but there are problem issues as many Year 11s are in off-site provision.</p> <p><b>Question/comment:</b> There needs to be criteria/targets for improvement, including social skills, so that the school has clear expectations for its current Year 11 pupils.</p> <p><b>Answer:</b> Will be considered by the School Improvement Committee.</p> <p><u>Page 2 – Staff Performance Management Reviews</u> – The Headteacher stated that target setting will now take place before February half-term, although he acknowledged that the cycle should ideally begin in June/July so that staff know their individual targets for the start of the new academic year. It was confirmed that this would be the time cycle that would be implemented in June/July 2016.</p> <p><u>Page 2 – Heat metering system</u> – There have been no further developments. Although the lack of further information is frustrating, it was agreed that no further action should be taken.</p> <p><u>Page 2 – Playground</u> – It was understood that planning permission had been granted (except for the skateboard facility). The School Business Manager is organising the necessary building work and it is hoped that this can take place during the Easter break.</p> <p><u>Page 2 – Gate/CCTV</u> – The Headteacher reported that he has been advised that tenders will be required for the necessary work to fix the gates and CCTV cameras unless there is only one contractor with the necessary specialist expertise. Governors asked questions:</p> <p><b>Question:</b> How will you decide which cameras to retain bearing in mind the nature of our pupils?</p> <p><b>Answer:</b> Will need to discuss this with the contractor.</p> <p><b>Question:</b> Do the cameras actually work?</p> <p><b>Answer:</b> Some work but others have ‘glitches’.</p> <p><b>Question:</b> Do other special needs schools have cameras?</p> <p><b>Answer:</b> No.</p>	<p>Headteacher</p> <p>LS</p> <p>Sch Imp Ctee</p>
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	<p>Governors felt that the resolution of this problem is now a matter of urgency and should be expedited by the Headteacher with the school's NYCC financial advisers and the Resources Committee.</p> <p><u>Page 2 – Governance Health Check</u> – The LA's report had been received. It was agreed that the recommendations should be progressed by the Chair and Headteacher following a meeting to be held with the Clerk and School Business Manager on 14 March 2016 at 3.30 p.m.</p> <p><u>Page 3 – Standby generator</u> – It was understood that JF has asked his son to look at this. The Headteacher agreed to chase this up.</p> <p><u>Page 3 – Contingency Plan</u> – It was noted that the School Business Manager is collating some of the building maintenance procedures and systems into a folder. The Headteacher reported that he is also investigating with the LA the possibility of employing an additional member of staff to provide some support for the caretaker.</p> <p><u>Page 4 – Governor disqualification declaration forms</u> – The Clerk agreed to check whether all governors have signed these forms.</p> <p><u>Page 4 – Student Voice</u> – The Headteacher acknowledged that he has not yet supplied information to JO on the new arrangements but will do so.</p>	<p>Headteacher</p> <p>PT/Headteacher</p> <p>Headteacher</p> <p>Clerk</p> <p>Headteacher</p>
<b>PART 'B' – SCHOOL IMPROVEMENT</b>		
<p><b>7</b></p>	<p><b>Ofsted Monitoring Inspection Report</b></p> <p>The Chair reported that the monitoring visit report was very positive. The Headteacher confirmed that he has not yet sent the report to all governors or written to parents. Governors felt that this should be done as a matter of urgency and that the Headteacher should also encourage the LA to send out a timely press release. The Chair noted that the key points in the Ofsted report are (a) to ensure that the SDP contains precisely worded targets so that the SIC can monitor progress and ensure that the school makes rapid progress; (b) to find a mentor to support the new Headteacher; (c) to improve teachers' lesson planning and the consistent use of the school's planning, feedback and marking policies; and (d) teachers need to plan for the most productive use of Teaching Assistants in lessons. The Headteacher explained that it is likely that the Headteacher at a school in Grassington will be supporting him.</p> <p><b>Resolved:</b> that the SIC should monitor progress on these issues.</p>	<p>Headteacher</p> <p>Sch Imp Ctee</p>
<p><b>8</b></p>	<p><b>LA Quality Assurance &amp; Monitoring Support Group</b></p> <p>SW and JH had attended the last meeting. It was reported that the LA had showed them the budget forecast showing that the school is likely to have a surplus of £25k in April 2016, a deficit of £500k in April 2017 and a deficit of £1.5m in April 2018, as transitional funding is withdrawn over the period. SW had stated at the meeting that transitional funding is very important in view of the school's high fixed overheads and that governors would not wish to take back control of finances at present.</p> <p><b>Question:</b> Are the LA changing the tone of their message about finances?</p> <p><b>Answer:</b> Yes, particularly since the school is no longer in special measures.</p> <p><b>Question:</b> How will this matter be raised further?</p>	

	<p><b>Answer:</b> the Headteacher will attend a meeting with the LA on 8 February 2016 to discuss future pupil numbers and the need for additional staff, including teachers. The LA's response is likely to give an idea of their future attitude to finance generally. It was agreed that the Headteacher should notify governors of the outcome of this meeting.</p> <p><b>Resolved:</b> that the Governing Body will only agree to take back responsibility for the budget if the LA gives a commitment to substantial financial underpinning.</p>	Headteacher
9	<p><b>Headteacher's Report</b></p> <p>Governors considered the Headteacher's report which had been circulated in advance. Governors asked questions:</p> <p><b>Question:</b> What are 'Thrive' and 'B Squared'?</p> <p><b>Answer:</b> These are screening and assessment tools.</p> <p>It was agreed that there would be a presentation by the appropriate member of staff at the next Governors' meeting.</p> <p><b>Question:</b> What plans are there to fill the KS2 vacancy?</p> <p><b>Answer:</b> Despite the tight timescale, which is recognised,, the school is looking to advertise the post by the end of this week and then shortlist and interview in the week before February half term.</p> <p>It was noted that GR will be available to take part in interviews on 9 February 2016.</p> <p><b>Question:</b> In the section on pupil information, what is 'Ad Astra'?</p> <p><b>Answer:</b> This is an outdoor education programme to improve social skills and confidence. So far, it is having a positive impact on the two boys who are taking part.</p> <p><b>Question:</b> What is the 'Boccia tournament'?</p> <p><b>Answer:</b> A sport similar to petanque.</p> <p>Governors expressed their thanks for the Christmas Dinner which had been a very enjoyable occasion.</p>	Clerk (agenda)
10	<p><b>Committee Reports</b></p> <p><b>1. Resources Committee</b></p> <p>The meeting scheduled for earlier this afternoon had been cancelled because of the flood. Issues which would have been discussed were therefore considered.</p> <p>It was noted that the School Business Manager is looking into alternative arrangements for building maintenance as the MASS contract will involve a significant annual fee.</p> <p>A draft SFVS has been sent out. Members of the Resources Committee were asked to send comments on the draft to the School Business Manager.</p> <p>It was reported that water is coming into the Guard House which is owned by NYCC. This could cause significant damage as some IT equipment is kept there. It was agreed that SW should liaise with the School Business Manager so that the matter can be progressed with the LA.</p> <p><b>2. School Improvement Committee</b></p> <p>Meetings had been held on 14 December 2015 and 6 January 2016. The minutes/notes of those meetings had been circulated</p>	

	<p>with the agenda. The SDP had been the main item for discussion in view of comments by HMI that further work was required. Copies of the revised SDP were circulated to all governors.</p> <p><b>Question:</b> If HMI were to visit again tomorrow, are members of the SIC content that the revised SDP satisfies all the concerns raised by HMI?</p> <p><b>Answer:</b> Yes – it is a strong working document which meets the points raised by HMI. The only hesitation is that the SDP has not yet been tested and we don't know, for example, how 'Thrive' and 'B Squared' will operate.</p> <p><b>Question:</b> Are staff familiar with the SDP yet?</p> <p><b>Answer:</b> No (except members of the SLT) but staff will be briefed at meetings next week.</p> <p><b>Resolved:</b> that the School Development Plan, as recommended by the SIC, be approved.</p> <p><b>3. Headteacher's Performance Management Group</b></p> <p>It was noted that PT, JO'G and SW met with the Headteacher and had set his objectives. These will be reviewed in March. Two relevant courses had been identified as important for the Headteacher to attend – Working with Governors and HR Issues in Conflict.</p> <p><b>Question:</b> Do you feel that you are getting the necessary support from the Governing Body in order for you to achieve your objectives?</p> <p><b>Answer:</b> Yes.</p> <p><b>Question:</b> Is there anything else you need from the Governing Body?</p> <p><b>Answer:</b> No. Staffing levels need to be maintained. The new Deputy Headteacher will now be able to deal with day to day operational matters so that more time can be spent on strategic issues.</p>	
11	<p><b>Policies</b></p> <p>The Child Protection Policy and the Looked After Child Policy had been considered by the SIC and were recommended for approval. Copies of both policies had been circulated to all governors with the agenda.</p> <p><b>Resolved:</b> that the Child Protection Policy and the Looked After Child Policy be approved.</p>	
12	<p><b>Health &amp; Safety Report</b></p> <p>There were no significant issues (apart from flooding , which had already been mentioned) to discuss.</p>	
13	<p><b>Safeguarding Issues</b></p> <p>The annual Safeguarding report to governors was considered. It was noted that, on page 3, the content of the safeguarding induction should be clarified by circling 'Yes' or 'No' as appropriate. Governors also pointed out the report appeared to show that some policies are not in place whereas in fact the relevant policy is incorporated into another policy. This should be clarified. Governors also highlighted that the review of three policies (Complaints, Educational Visits and Health &amp;</p>	

	<p>Safety) was overdue and that those on Sex and Relationships Education and Whistleblowing were shortly due for review.</p> <p><b>Resolved:</b> that the School Business Manager be asked to review these policies and highlight any proposed changes to the relevant Committee. In particular the Complaints Policy should be reviewed bearing in mind the 'Best Practice Advice for School Complaints Procedure 2016', which had been circulated by the Clerk.</p> <p>Governors asked whether there were any other safeguarding issues to report. The Headteacher indicated that the school was continuing to deal with two historical issues.</p>	Headteacher
14	<p><b>Governing Body Business</b></p> <p><b>1. Governor vacancies</b> JO had spoken again to the person who may be interested in becoming a governor but he was unable to commit for the foreseeable future. Governors agreed that the matter was not urgent at present and that the co-opted governor vacancy should remain for the time being.</p> <p><b>2. Governor Induction Process</b> A draft document had been circulated with the agenda. <b>Resolved:</b> that the Governor Induction Process be approved and adopted.</p> <p><b>3. Governor Training</b> Governors noted the G SIN meeting dates which had been circulated by the Clerk. GR agreed to attend the meeting in Harrogate in February and JO/ JB will attend the meeting at Skipton. JH indicated that he had attempted one of the on-line modules on the new Modern Governor E-Training package and agreed to report back at the next meeting on his views as to its usefulness.</p> <p><b>4. Statutory Framework for School Governors</b> The Clerk had circulated the latest version of this document and his view was that the school was compliant.</p>	JH
<b>PART 'C' - OTHER</b>		
15	<p><b>Correspondence</b> The Chair reported that he had received two letters from the school in respect of two exclusions – one for 3 days for a drugs related matter and another for 1 day for physical assault, attempt to injure staff and damage to school property.</p>	
16	<p><b>Next meeting</b> It was noted that the next meeting of the Full Governing Body will be held on Monday 14 March 2016 at 4.30 p.m.</p>	
17	<p><b>Any other business</b> There was no other business.</p>	

Chair:

Date: