

FOREST MOOR SCHOOL

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

MINUTES

Present: Philip Turnpenny – Chair; Sue Welch (SW); Jim Brosnan (JB); John Fort (JF); Greg Richardson (GR); Jon Hosegood (JH); John O’Garra (JO’G); Louise Souter (LS); Marc Peart – Headteacher (MP); Andrew Coates (AC).

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 received from Jacqui Oversby.	
3	Confidentiality Governors agreed that no items on the agenda were to be treated as 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 9 May 2016 The minutes of the meeting held on 9 May 2016 were approved and signed by the Chair as an accurate record.	
6	Matters arising <u>Page 1 – Thrive</u> – The next rotation of Thrive is now due and the next data pack will be produced in September. Moderation has taken place so the next round should be more accurate. JO’G, who has recently met with the SENCO, suggested that a presentation should be made to the SIC. <u>Page 1 – Governor profiles</u> – LS confirmed that her photograph has now been taken. <u>Page 1 – Student Voice</u> – The planned meeting on 26 May 2016 had been cancelled as students had had an opportunity to take part in a sporting event. However the meeting had been rescheduled for 19 July. <u>Page 1 – Ofsted</u> – Progress data will be shared with SIC and Ofsted next term. The Headteacher reported that there was likely to be a series of monitoring visits by Ofsted with a view to agreeing a timeframe for an inspection. It was hoped that the school would then be adjudged to be ‘Good’. <u>Page 3 – Pupil premium</u> – Information will be considered by the SIC next	

	<p>term when a full year's data is available.</p> <p><u>Heating in KS2 area</u> – The Headteacher reported that engineers have advised where radiators should be situated and how trunking in the roof should be installed. Work will be carried out during the Summer holidays.</p> <p><u>Page 4 – Music in school</u> – The Headteacher reported that two musicians visited the school last week and music sessions were held for all pupils. These have been much appreciated and arrangements are being made for the musicians to return next term.</p> <p><u>Page 4 – Army Foundation College</u> – No visit has yet taken place although it is hoped that a date can be arranged for next term.</p> <p><u>Page 4 – Resources Committee</u> – It was noted that the Heat Metering system is now complete; the playground will be installed during the Summer; and that the School Business Manager is chasing up the Fire Risk Assessment report which has not yet been received. Governors discussed whether or not a dignitary should be invited to open the new playground as this would be a useful opportunity to gain some good publicity. It was agreed that JF should consider who might be appropriate.</p>	JF
PART 'B' – SCHOOL IMPROVEMENT		
7	<p>LA Quality Assurance & Monitoring Support Group</p> <p>PT, MP and JH attended the last meeting. The LA is pleased with the school's progress and has agreed that these meetings are no longer required. Instead, a Support Development Group will be set up. Governors are still concerned about the pupil allocation process. The Headteacher reported that the LA has accepted that a better process is required. An additional four Assessment and Reviewing Officers have been recruited. There will be a single point of contact for the school. This will be a positive development as the person will gain a good understanding of the dynamic within the school especially as it is hoped that they will be based at the school. There are also plans to improve the paperwork used in the allocation process.</p>	
8	<p>Headteacher's Report</p> <p>Governors considered the Headteacher's report which had been circulated in advance. The Chair went through the report section by section and invited governors to ask questions and comment.</p> <p>Safeguarding</p> <p><u>Question:</u> You mention concerns about the safety of one pupil. Are you satisfied that the matter is under control?</p> <p><u>Answer:</u> No. This particular pupil is extremely challenging and has a significant impact on other pupils. During the two recent periods when that pupil was excluded, the behaviour of other pupils improved. We take the view that the pupil needs a 24 hour curriculum and we have queried with the LA whether this is the correct school for that pupil.</p> <p>Pupil Progress</p> <p><u>Question:</u> Is SIC happy with pace of progress which students are making?</p> <p><u>Answer:</u> (Chair of SIC): There is some progress but the pace could be quicker. The younger the pupil, the better the progress.</p> <p><u>Question:</u> What is the position with the KS4 leavers?</p>	

	<p><u>Answer:</u> 3 are going into Further Education (Askham Bryan, a local 6th form and an apprenticeship). 2 are likely to be taking part in a Ripon Evolve programme. They are all working with a careers adviser.</p> <p>SEMH and Attendance</p> <p>Governors thanked AC and other staff for their organisation of, and attendance on, the school residential camping trip in the South Lake District. AC noted that, despite bad weather, the pupils had enjoyed themselves and ‘just got on with it’.</p> <p><u>Question:</u> Could a ‘theme evening’ also be held for local residents?</p> <p><u>Answer:</u> Good idea – will be given consideration.</p> <p>Staffing</p> <p>The Chair thanked GR for taking part in the interviewing process. The Headteacher reported that there are still 2 outstanding TA posts and they have been readvertised; a DT teacher and a KS2 teacher are starting in September 2016; an instructor is leaving the school and there has been a good response to the advertisement; short-term cover will be provided until the English specialist can start in January 2017; the post of Assistant Site Manager has been advertised but there has been a poor response so far; and the post of Parent Support Worker has been advertised. The Headteacher reported that the LA would like there to be another KS2 class and the school is awaiting confirmation of the additional funding which will be required to appoint another teacher. The Headteacher reported that a second female pupil will start next year.</p> <p>Pupil Numbers and Admissions</p> <p>The Headteacher reported that there will be 30 pupils in school in September 2016 and this will rise to 32 by half-term. By January 2017, it is expected that there will be 38 pupils.</p> <p><u>Question:</u> Is the expectation that some pupils will go back into mainstream education?</p> <p><u>Answer:</u> This may happen for a small number. However, pupils with complex needs will require support for a number of years. Mainstream schools are not necessarily the best outcome for pupils at this school. This school needs to ensure that there is provision within the school for each pupil to achieve the best outcome for them.</p> <p>School Development Plan</p> <p><u>Question:</u> It is noted that there are plans to expand the KS4 curriculum. How many KS4 pupils will there be in September?</p> <p><u>Answer:</u> Six.</p> <p>Resolved: that the Headteacher’s Report be received.</p>	
9	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. School Improvement Committee The minutes of the SIC meeting on 14 June 2016 had been circulated with the agenda. There were no questions or matters arising. 2. Resources Committee The minutes of the Resources Committee meeting held on 9 May 2016 had been circulated with the agenda. It was noted that an oral report had been given at the last meeting. There were no questions or matters arising. 	

10	Health & Safety Report There were no issues for discussion.	
11	Safeguarding issues The Headteacher reported that H&S colleagues have visited the site to assess how pupils can be prevented from climbing on the roof. The conclusion is that the school is already taking all reasonable steps short of insisting that relevant pupils are taught in isolation with two members of staff present. This would be contrary to the ethos of the school.	
12	Governing Body business <ol style="list-style-type: none"> 1. Governor skills audit Governors noted the results of the recent governor skills audit and concluded that, overall, governors have a good range of skills. The weakest area relates to 'knowledge of the local/regional economy'. The Chair invited any governor who has scored him/herself as 'low' in any area to discuss with him whether there are any development or training opportunities which are available. 2. Governance Annual Statement JB agreed to prepare this statement in liaison with the School Business Manager. 3. Governor training No training was reported. 4. Governor SIN meetings GR reported that he attended the last meeting on 19 May 2016. There were discussions about preparing for Ofsted, Academisation, and recruiting headteachers. Governors queried how the academisation programme affects special schools such as Forest Moor which rely on LA financial support. The Headteacher advised that this school would not fit neatly into a geographically based MAT and that a MAT including a number of specialist schools may be the way forward. 	JB
PART 'C' - OTHER		
13	Correspondence The Chair reported that he had received two letters from the school dealing with exclusions. One pupil had been excluded for 2 days for a serious assault on a member of staff. The member of staff did not wish to involve the police. One student had been excluded for 3 days for serious criminal damage to school property and displaying very high risk behaviours and has subsequently been excluded for a further 3 days. The pupil has been 'spoken to' by the Police but a decision was taken not to charge or formally caution him.	
14	Any other business The Chair thanked all governors for their continuing support to the school and to the new Headteacher. It was noted that an end of year awards event and barbecue will be held on 26 July 2016.	

15	Future meetings A schedule of future meeting dates had been circulated with the agenda. It was noted that meetings of the Full Governing Body will be held on the following dates: Monday 3 October 2016 at 4.30 p.m. Monday 5 December 2016 at 4.30 p.m. Monday 13 February 2017 at 4.30 p.m. Monday 27 March 2017 at 4.30 p.m. Monday 15 May 2017 at 4.30 p.m. Monday 10 July 2017 at 4.30 p.m.	
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Chair:

Date: