

FOREST MOOR SCHOOL

Meeting of the Full Governing Body held on Monday 27 March 2017

MINUTES

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

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 Andy Coates and John Fort.	
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 13 February 2017 The minutes of the meeting held on 13 February 2017 were approved subject to two amendments: on page 3, the sentence beginning “One governor noted that.....” to be deleted; and on page 4 (para 14), the word “pupil” to be replaced by “psychotherapy”. It was agreed that the Clerk would produce a revised set of minutes to be signed by the Chair at the next meeting.	Clerk/PT
6	Matters arising <u>Page 1 – Student Voice</u> – JO reported that the Student Voice meeting on 7 March 2017 had been excellent and she had been proud to be part of it. Three age groups had attended and everyone had participated and had been articulate. The majority of the pupils present felt that matters which they had raised had been implemented or, if not, that there were valid reasons why it was not feasible to do so. <u>Page 1 – Army Foundation College</u> – The Headteacher reported that there had been further contact and the relationship is developing. The aim is to fix a date for pupils to use the Army assault course. It is also hoped that there will be an opportunity for soldiers to do work at the school as part of the Army’s community programme. <u>Page 1 – Safeguarding Training</u> – One of the two governors has now completed the training; the remaining governor has not yet done so.	

	<p><u>Page 3 – SENCO role</u> – Concern had been expressed at the last meeting about the workload of the current Science teacher who also acted as SENCO. It was noted from the Link Governor’s Report that this issue had now been resolved.</p> <p><u>Page 3 – Peer Review Report</u> – The recommendations in the report had not yet been discussed by the School Improvement Committee. It was agreed that the Headteacher should circulate the report to all governors.</p> <p><u>Page 3 – Policy Review</u> – SW reported that this was not yet complete.</p> <p><u>Page 4 – Clerking arrangements</u> – It was noted that Eric Cairns would take over as Clerk to the Governors from 1 September 2017 and that he would attend the next meeting as part of the handover.</p> <p><u>Page 4 – Any other business</u> – The Headteacher had investigated and it was agreed that an appropriate amount should be paid to the member of staff concerned.</p>	MP
PART ‘B’ – SCHOOL IMPROVEMENT		
7	<p>Support & Development Group Meeting</p> <p>The Chair reported on a meeting held on 17 March 2017. PT, JH and MP had met with the Assistant Director of Inclusion and other senior NYCC officers. The Local Authority had been positive about the school’s achievements and supported the aim of increasing pupil numbers to 60 by September 2018. The Local Authority had requested more information about the additional funding required by the school but had indicated that the school must then manage the increase in pupil numbers within any revised budget. Governors asked questions:</p> <p><u>Question:</u> Surely it is indisputable that we will need additional resources for more staff if pupil numbers increase?</p> <p><u>Answer:</u> The LA is looking into the timing of any additional funding. The challenge for the school is to develop additional capacity in time for an increase in pupil numbers. If we can appoint additional teachers, the intention is to split classes.</p> <p><u>Question:</u> How are other special schools (e.g. Brompton) funded?</p> <p><u>Answer:</u> There are 72 pupils at Brompton. The LA adopt the same approach to funding there. A funding formula for schools catering for pupils with special educational needs is being developed (CanDo).</p>	
8	<p>Headteacher’s Report</p> <p>Governors considered the Headteacher’s Report which had been circulated in advance. The Chair led governors through each section and invited questions and comments.</p> <p><u>Question:</u> Could you please confirm the nature of the teaching vacancy?</p> <p><u>Answer:</u> We intend to appoint a Maths specialist. The post is being re-advertised nationally.</p> <p><u>Question:</u> What sort of person are you looking for?</p> <p><u>Answer:</u> Ideally a teacher with experience but would consider an NQT.</p> <p><u>Question:</u> Could you also place the advert on the school website?</p> <p><u>Answer:</u> Yes, will do. Will also include the Assistant Site Manager post.</p> <p><u>Question:</u> The report refers to ‘Ryan Standaloft’. Who is he?</p> <p><u>Answer:</u> A KS2 teacher who started in October 2016. He is doing well and</p>	

	<p>has now been placed on a permanent contract.</p> <p>Governors noted that there was less discussion and fewer questions than usual because of the informal governors training session/meeting which had been held immediately before this meeting.</p>	
9	<p>Committee Reports</p> <ol style="list-style-type: none"> 1. School Improvement Committee The minutes of the SIC meeting held on 13 March 2017 had been circulated. There were no comments or questions. 2. Resources Committee The minutes of the meeting held on 13 February 2017 had been circulated. <u>Question:</u> Is there any progress on catering? <u>Answer:</u> Yes, a catering assistant is now in post. <u>Question:</u> What is PIR? <u>Answer:</u> Passive Infra-Red. The Chair referred to a request by the Headteacher for approval for capital expenditure of £13k to provide a multi-use games area primarily for KS2. The area (20m x 10m, with 2m fencing) would have basket-ball hoops and 5-a-side goals. The Headteacher had confirmed that this was the priority for the capital budget. Resolved: that approval be given for capital expenditure of £13k to provide a KS2 multi-use games area. 3. Headteacher's Performance Review The Chair reported that PT, JO and Katherine Bruce had met the Headteacher on 16 March 2017. The conclusion was that progress to date indicates that the Headteacher's objectives will be fully met by the end of the year. It was noted that SW had not been informed about the date of this meeting. 	
10	<p>Health & Safety Report</p> <p>The Headteacher reported that there had been two recent instances of staff being injured by a pupil. Appropriate support had been offered and the members of staff had been given the opportunity to report the incidents to the Police.</p> <p><u>Question:</u> Would it help if staff were able to meet a governor? <u>Answer:</u> Happy to suggest it. The Chair already writes to staff after such incidents to indicate that the Governing Body will support any decision by the member of staff to refer the matter to the Police.</p> <p><u>Question:</u> Is professional support also available if required? <u>Answer:</u> Yes, there are mechanisms in place.</p> <p><u>Question:</u> When do staff feel it appropriate to refer a case to the Police? <u>Answer:</u> It varies. Staff are aware that, on occasions, this is appropriate as pupils need to understand that the law of the land applies to their behaviour in school as well as outside school.</p> <p>Resolved: That any staff member who is assaulted should be given the opportunity to meet a governor.</p>	
11	<p>Safeguarding issues</p> <p>There were no issues to discuss.</p>	

12	<p>Governing Body business</p> <p>1. Governor vacancies</p> <p>It was noted that no parent had put themselves forward in the recent <u>parent governor</u> election. It was agreed that a further election should be held at the start of the next academic year. It was noted that there is one <u>co-opted governor</u> vacancy. The Chair reported that he had spoken to Alison Johnston in the Governor Support Unit about this on several occasions. The Chair urged all governors to consider whether they know anyone with suitable experience and skills.</p> <p>It was noted that JF, whose term of office as <u>LA governor</u> expires on 30 September 2017, had indicated that he would not be seeking re-election as a councillor but had suggested that his successor may be interested in replacing him as LA governor.</p> <p>It was noted that there are three <u>other co-opted governors</u> whose term of office expires on 15 August 2017. Two indicated a firm wish to be reappointed. The third governor was asked to discuss the matter with the Chair before making a firm decision.</p> <p>Resolved: (1) that the issue of governor vacancies be reconsidered at the next meeting; and (2) that the Chair discuss with the School Business Manager the option of using SGOSS (School Governors One Stop Shop) website to identify people who may be interested in becoming a governor.</p> <p>2. Governor training and GSIN meetings</p> <p>It was noted that governors held a training session immediately before this meeting and covered Thrive, Prevent, the School Development Plan and the SEF.</p>	Clerk (agenda) PT
PART 'C' - OTHER		
13	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
14	<p>Any other business</p> <p>Review of Committee Structure</p> <p>This had been held over from the earlier informal meeting/training session. Governors considered whether they should retain the existing structure with separate School Improvement and Resource Committees or whether it would be more appropriate to operate without standing Committees. Governors felt that the existing structure works well, allows more in-depth investigation of issues and enables more informal working. Governors felt that the FGB meetings are useful as a 'revision session' and to provide a strategic overview. Governors agreed that Link Governor visits are extremely useful and that the reports provide a useful source of evidence for Ofsted.</p> <p>Resolved: that the existing FGB and Committee structure be retained but kept under review.</p>	

15	To note the date of the next meeting It was noted that the next meeting of the Full Governing Body will be held on <u>Monday 15 May 2017 at 4.30 p.m.</u>	
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Chair:

Date: