

## FOREST MOOR SCHOOL

**Meeting of the Full Governing Body held on Monday 10 July 2017 at 4.30 p.m.**

### MINUTES

**Present:** Philip Turnpenny – Chair; Sue Welch (SW); Jim Brosnan (JB); John Fort (JF); Jacqui Oversby (JO); Greg Richardson (GR); Jon Hosegood (JH); Marc Peart – Headteacher (MP); Andrew Coates (AC).

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

		Action
<b>PART 'A' - PROCEDURAL</b>		
<b>1</b>	<b>Welcome</b> The Chair welcomed everyone to the meeting.	
<b>2</b>	<b>Apologies for absence</b> Governors consented to the apologies for absence received from Louise Souter. Chris Walker (the new Clerk who will start on 1 September 2017) also sent his apologies.	
<b>3</b>	<b>Confidentiality</b> No items on the agenda were deemed to be confidential.	
<b>4</b>	<b>Declarations</b> There were no declarations of any conflict of interest in respect of matters on the agenda.	
<b>5</b>	<b>Minutes of the meeting held on 27 March 2017</b> The minutes of the meeting held on 27 March 2017 were approved and signed by the Chair as an accurate record.	
<b>6</b>	<b>Matters arising</b> <u>Page 1 – Army Foundation College</u> – The Headteacher reported that a change of personnel at the College had resulted in some delay in developing relationships but things were now expected to move quickly. <u>Page 1 – Safeguarding Training</u> – JF will complete the on-line training. <u>Page 2 – Peer Review Report</u> – The report had been circulated to governors and had been reviewed by the School Improvement Committee. <u>Page 2 – Policy Review</u> – SW reported that this was on-going and that the School Business Manager will feed policies into the relevant Committee. <u>Page 2 – Reimbursement of expenditure</u> – In response to a question from a governor, it was reported that the money had been paid to Rachel Wilkinson. <u>Page 3 – Games Area</u> – The Chair reported that £13k has been spent and the Games Area has been installed. Pupils appreciated this new facility. <u>Page 3 – Injuries to Staff</u> – It was noted that there had been one incident since the last meeting. The member of staff concerned was given an opportunity to contact the police and to speak to a governor but had declined.	JF

**PART 'B' – SCHOOL IMPROVEMENT**

<p><b>7</b></p>	<p><b>Ofsted Inspection – 16 &amp; 17 May 2017</b></p> <p>The Chair reported that the Ofsted report published following the inspection on 16 &amp; 17 May 2017 had adjudged the school to 'Require Improvement'. Two areas (Effectiveness of leadership and management and Personal development, behaviour and welfare) had been rated as 'Good'. The school was pleased with the result as inspectors had recognised the improvements and progress made since the last inspection and the report contained many positive comments. The Headteacher indicated that his aim was to ensure that when Ofsted returned in 2 years the school would be 'Good' with some 'Outstanding features. It was agreed that the monitoring of progress, in the areas highlighted under "What the schools needs to do to improve further", would lie primarily with the School Improvement Committee.</p> <p>Governors asked questions:</p> <p><u>Question:</u> Has there been any feedback from North Yorkshire?</p> <p><u>Answer:</u> Feedback has been positive. There is some frustration that the school was not adjudged to be 'Good' overall, but there is a recognition that the inspection was timely and that the school has made substantial progress.</p> <p><u>Question:</u> What has the staff reaction been?</p> <p><u>Answer:</u> Staff also recognise that the school is moving in the right direction but that there is still work to be done.</p> <p><u>Question:</u> Has there been any feedback from parents?</p> <p><u>Answer:</u> There has been overwhelmingly positive feedback from parents. Some parents say that the report should have graded the school as 'Outstanding' because of the impact which the school has had on their children's lives.</p> <p><u>Question:</u> Will Ofsted review the position before the next full inspection?</p> <p><u>Answer:</u> There are likely to be monitoring visits but inspectors have told the school that we are doing the right things and should continue with the current strategy.</p>	
<p><b>8</b></p>	<p><b>Headteacher's Report</b></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><b>Safeguarding</b></p> <p><u>Question:</u> It is noted that there are no safeguarding issues to report, but do you have evidence?</p> <p><u>Answer:</u> Have to be careful what is reported and goes into the public minutes. The role of the Link Governor is to be more aware of specific issues in school. Work is ongoing with 5 children. JB undertook to liaise with the Headteacher.</p> <p><b>Leadership &amp; Management</b></p> <p>Governors discussed whether to hold a further strategic development meeting. It was noted that previous meetings had covered the School Development Plan, the strategic direction of the school, Prevent and Thrive. It was agreed that, in principle, it would be appropriate to hold another strategic development meeting early in the Spring Term 2018 and that the Headteacher be asked to suggest suitable topics.</p>	<p>JB</p> <p>MP</p>

	<p><b>SEMH and Attendance</b></p> <p><u>Question:</u> What is the attendance threshold for an Attendance Support Plan to be put in place?</p> <p><u>Answer:</u> There is a particular focus on those who drop below 85%. The school's expectation is that there will be 95% attendance as in mainstream schools.</p> <p><u>Question:</u> Is attendance reducing?</p> <p><u>Answer:</u> It has fallen back slightly. This is because of 2 or 3 pupils have low attendance and therefore affect the data. We are working hard to engage those particular pupils and encourage better attendance.</p> <p><b>Staffing</b></p> <p><u>Question:</u> The resignation of the Site Manager is of particular concern. How is his work going to be covered?</p> <p><u>Answer:</u> The site manager is taking up a post elsewhere which gives him an opportunity for promotion. We are developing two posts, both on lower salaries but which will provide some resilience. One post has already been filled and there will be a handover/transition until the end of term.</p> <p><b>Professional Development</b></p> <p>It was noted that governors will be provided with the link to the online safeguarding training.</p> <p><b>Pupil Numbers and Admissions</b></p> <p><u>Question:</u> Is it realistic, as the LA proposes, to increase pupil numbers to 60 over the next 2 years?</p> <p><u>Answer:</u> The current staffing structure allows us to have about 42 pupils. The LA has asked us to develop plans as to how we could have up to 60 pupils. There are ongoing meetings to discuss the staffing and financial issues which would arise, bearing in mind the current budget deficit.</p> <p><u>Question:</u> What about the proposal to extend the school's provision into the Selby area?</p> <p><u>Answer:</u> Will be looking at a building near Selby. Discussions are at a very early stage. Any provision in the Selby area would be a satellite and the Governing Body here would have oversight.</p> <p><u>Question:</u> Wouldn't it be unusual for a school in an Ofsted category to do this? We must be careful not to lose focus here at Forest Moor and our energies should not be dissipated/stretched.</p> <p><u>Answer:</u> Fully accept this. However, the LA is concerned that they need to make provision for children in the Selby area.</p> <p><b>Resolved:</b> that the Headteacher's Report be received. JF left the meeting at this point.</p>	MP
9	<p><b>Committee Reports</b></p> <p>1. <b>School Improvement Committee</b></p> <p>Governors had received the minutes of the SIC meetings held on 2 May and 26 June 2017. The Committee Chair explained that the earlier meeting had focused on KS4 and the Peer Review Report. The second meeting had discussed the Ofsted inspection. It was noted that the inspectors had indicated that the school must develop plans to meet the needs of the most able pupils. The Headteacher explained that in speaking to Ofsted he tried to stress the evidence of positive aspects of the school but also needed to explain the strategies in place for addressing the weaker aspects.</p>	

	<p>It was noted that the Headteacher had supplied Committee members with case studies to show how <b>pupil premium</b> had been used effectively.</p> <p>The Committee had also discussed Link Governors' reports. The report by JH should be read in conjunction with the Teaching &amp; Learning Review Report which had also been circulated.</p> <p>The report by GR made a number of recommendations . Governors discussed whether incidents involving any injuries to staff should be reported to governors automatically. Governors were keen to ensure that staff are aware that there is concern about staff injuries and that governors will support them e.g. in a decision about whether or not to refer the incident to the Police. The Headteacher confirmed that any injuries to staff are included in the Accident Book. Governors agreed that they should have sufficient information to be able to form a view as to whether the situation is getting worse and queried whether systems are in place to record all incidents. The Headteacher stressed the difference between an incident where a staff member gets hurt whilst trying to control a situation where a pupil is 'disregulating' and an incident where a pupil deliberately assaults a member of staff. The Headteacher confirmed that any physical intervention by a member of staff is recorded fully in the school's internal systems as required.</p> <p><b>2. Resources Committee</b></p> <p>The Chair reported on a meeting which had been held earlier in the afternoon. It was noted that the outturn for last financial year (2016-17) resulted in an actual in-year deficit of £661k compared to a forecast deficit of £662k. For the current financial year (2017-18), the original forecast in-year deficit was £643k, but the first quarter financial reports now showed a forecast deficit of £542k.</p> <p><u>Question:</u> What can governors do about this deficit?</p> <p><u>Answer:</u> It is very important that governors hold local management to account for expenditure.</p> <p><u>Question:</u> The deficits referred to are in-year deficits. So what is the accumulated deficit?</p> <p><u>Answer:</u> At least £1.2m.</p> <p><u>Question:</u> How can the deficit be eliminated?</p> <p><u>Answer:</u> The Headteacher cannot see any way in which the deficit can be eliminated. The site costs are similar to those at Brompton School but our pupil numbers are low in comparison and we do not attract the additional funding which a residential school receives.</p> <p><u>Question:</u> What if the Council requires us to break even?</p> <p><u>Answer:</u> We would invite the LA to provide advice about how significant savings could be made. However, the LA has always been understanding and supportive of the school's financial position.</p>	
<b>10</b>	<p><b>Health &amp; Safety Report</b></p> <p>There were no issues to report.</p>	
<b>11</b>	<p><b>Safeguarding issues</b></p> <p>There were no additional issues to report.</p>	

