

FOREST MOOR SCHOOL

Meeting of the Full Governing Body held on Monday 5 December 2016 at 4.30 p.m.

MINUTES

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

In Attendance: Paul Bradley – NYCC Clerk to Governors; Sophie Wallace (NYCC Clerking Service) as observer.

		Action
PART 'A' - PROCEDURAL		
1	<p>Welcome The Chair welcomed everyone to the meeting including Sophie Wallace (NYCC Clerking Service). It was noted that John O’Garra (J O’G) had resigned from the Governing Body. The Chair reported that he had written to J O’G.</p>	
2	<p>Apologies for absence Governors consented to the apologies for absence received from Andy Coates and Greg Richardson.</p>	
3	<p>Confidentiality Governors agreed that a matter to be raised under ‘Any Other Business’ (Head Teacher’s Performance Management) should be treated as confidential and that a separate confidential minute should be prepared.</p>	
4	<p>Declarations There were no declarations of any conflict of interest in respect of matters on the agenda.</p>	
5	<p>Minutes of the meeting held on 3 October 2016 The minutes of the meeting held on 3 October 2016 were approved and signed by the Chair as an accurate record.</p>	
6	<p>Matters arising <u>Page 1 – Hospitality Register</u> – the Clerk confirmed that the School Business Manager had indicated that governors could access the register at the school reception desk. <u>Page 1/2 – Appointment of Committees and Link/Designated Governors</u> – The following appointments were made to replace J’OG: Headteacher’s Performance Management – Sue Welch Special Educational Needs – Greg Richardson Outcomes for Pupils – Jon Hosegood No appointment was made to the School Improvement Committee. The Chair queried whether link governors were making visits to the school. Some visits were outstanding. The Chair reminded governors that each</p>	

	<p>link governors should make one visit per term.</p> <p><u>Page 2/3 – Scheme of Delegation</u> – The Clerk confirmed that he now had a copy and would be able to circulate it for the annual review in Autumn Term 2017.</p> <p><u>Page 3 – Student Voice</u> – The Headteacher confirmed that a Student Voice had taken place this term. JO indicated that she had not received any notification. Another date had been fixed for next term and the Headteacher agreed to notify JO of the date.</p> <p><u>Page 3 – Heating: KS2 area</u> – now completed to the school’s satisfaction.</p> <p><u>Page 3 – Army Foundation College</u> – The Army Commander will be visiting the school on 6 December 2016.</p> <p><u>Page 3 – Playground</u> – The Headteacher reported that the students, although very pleased with both playgrounds, did not feel strongly about an official opening. The Headteacher suggested that it would be more appropriate to celebrate success in due course after a successful Ofsted inspection.</p> <p><u>Page 3 – Pupil Allocation Process</u> – There were now regular meetings between the Headteacher and Christine Evans (Sarah Keeley’s line manager). No decision has yet been made as to whether Sarah Keeley should be based at the school. The Headteacher is pleased that referrals now seem to be more focused and targeted.</p> <p><u>Page 3 – Safeguarding</u> – The Headteacher confirmed that the relevant pupil has moved to Brompton.</p> <p><u>Page 4 – Meeting with Local Residents</u> – SW reported that a meeting took place on 7 November 2016. The minutes had been circulated. Local residents were generally very supportive of the school. It was noted that it was not practicable for local residents to use the school’s sports facilities. Local residents had asked about pupils who took it upon themselves to lie in the middle of the road. The Headteacher had been able to explain the way in which the school handles such situations. Governors thanked SW, MP, Rachel Wilkinson and Jo Sedgwick for attending the meeting.</p> <p><u>Page 5 – Elections for Parent Governor</u> – It was noted that an election will be organised in the New Year.</p> <p><u>Page 6 – Governance Annual Statement</u> – JB confirmed that this was complete and the Headteacher confirmed that it was on the school’s website.</p>	MP
PART ‘B’ – SCHOOL IMPROVEMENT		
7	<p>Headteacher’s Report</p> <p>Governors considered the Headteacher’s Report which had been circulated in advance.</p> <p>The Chair led governors through each section and invited questions and comments.</p> <p>Safeguarding – no questions/comments.</p> <p>Pupil Progress – no questions/comments.</p> <p>SEMH and Attendance – Governors noted the improvement in the attendance rate (94%). The Headteacher reported that pupils tended to settle down after their induction. There had been an 80% reduction in RPIs in October 2016 compared to September 2016. The staff were having a</p>	

	<p>significant impact. Governors congratulated the staff on this improvement.</p> <p>Staffing – the new Staffing structure had been circulated with the report. It was noted that all the educational posts had been filled.</p> <p>Professional Development – no questions/comments.</p> <p>Pupil Numbers and Admissions – It was noted that there had been an expansion at KS2. Governors were encouraged to look around the new area.</p> <p>Professional Visit – It was noted that the report on the SEF following the visit on 7 November 2016 by Katharine Bruce and Jen Cave had not yet been received. The Headteacher agreed to chase this report. This will be considered at the next SIC meeting.</p> <p>Resolved: that the Headteacher’s Report be received.</p>	MP
8	<p>Committee Reports</p> <p>1. School Improvement Committee – 28 November 2016 The minutes of this meeting had been circulated. The SEF has not yet been approved but it will be considered at the next meeting when the LA report has been received. The Committee Chair (JH) reported that there had been a presentation on Thrive and he suggested that a further presentation should also be made at a future FGB meeting. The next stage is to ensure that Thrive is embedded with pupils’ academic and social/emotional progress. It was agreed that link governor reports would be circulated to all governors. The Headteacher had provided assurance that the school does have a Bullying Policy.</p> <p>2. Resources Committee There has been no meeting since 3 October 2016.</p>	
9	<p>Health & Safety Report There were no issues to discuss.</p>	
10	<p>Safeguarding issues The Chair queried whether all governors have completed basic safeguarding training. The Chair asked the Headteacher and School Business Manager to check the position and then notify those governors whose safeguarding training record is not current. The Chair referred to a recent incident in which a pupil had alleged that the Headteacher had banged the pupil’s head on the floor. Three members of staff had been involved in the physical intervention to restrain the pupil. The Police had been called by the pupil. Investigations had been carried out. The Local Authority had concluded that the school had investigated and acted on the incident properly. The Police stated that there was no case to answer and would be taking no further action. The pupil’s family had confirmed that the boy’s allegations were unfounded. Governors queried the appropriate procedure which should be followed. The Headteacher explained that each pupil had to be treated individually based on their ‘My Plan’ which set out the pupil’s levels of anxiety, what</p>	MP/Jo Sedgwick

	the pupil could do by way of self- regulation and what members of staff should do at each point of escalation in order to de-escalate the situation. Resolved: that the position be noted.	
11	<p>Governing Body business</p> <p>1. Governor vacancies Following JO’G’s resignation and the appointment of JO as a co-opted governor, it was noted that there are now two governor vacancies - one parent and one co-opted. Governors agreed that it would be useful to find someone who has experience of education. The Chair agreed to approach Alison Johnston at NYCC for any suitable candidates which may be known to the Local Authority.</p> <p>2. Governor training and GSIN meetings No governor attended the last GSIN meeting. The Chair noted that it would be useful to provide training on the Prevent strategy, Thrive and the SEF and SDP. It was agreed that a ½ day training session should be organised before Easter.</p>	PT PT/MP
PART ‘C’ - OTHER		
12	<p>Correspondence The Chair reported that he had received correspondence from the Headteacher confirming two exclusions – one involving one pupil for two days for assault on a student, unsafe behaviour off-site and persistent disruption; and another involving one pupil for one day for persistent disruption, verbal abuse and attempting to damage the taxi. Both incidents were linked.</p>	
13	<p>Any other business</p> <p>Christmas Lunches – it was noted that these will take place on 15 and 16 December 2016 and that all governors are invited.</p> <p>Headteacher’s Performance Management – a separate confidential minute has been prepared.</p>	
14	<p>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 13 February 2017 at 4.30 p.m.</u></p>	

Chair:

Date: