



**School:** St Giles Special School  
**Meeting title:** Spring term meeting of the IEB  
**Date and time:** Thursday 19<sup>th</sup> April 2018 at 2.00pm  
**Location:** At the school

## SCHOOL DISPLAY

**Membership**  
'A' denotes absence

	Mr C Levy (Chair)
A	Mrs A Allsop
	Mr A Connor
	Mrs L Foster
	Mr W Iliffe
	Mr S Massarella JP
	Mr M Rooney
	Mr C Savage

**In attendance**

Miss J Littlewood (Clerk to the Governors)  
Mrs J Spratt-Burch (headteacher – carlton digby)  
Mrs R Richardson (deputy principal – ash field)  
Mrs S Keen (business manager)

### **GB/25/18 Apologies for absence**

**Action**

Apologies for absence were received from Mrs A Allsop (holiday)

It was

**resolved**

that the Interim Executive Board (IEB) consent to these absences.

### **GB/26/18 Declaration of interest**

Mrs Foster, Mr Rooney, Mr Iliffe and Mr Savage declared a direct pecuniary interest because they are all employed by the Local Authority and are part of 'Services to Schools'.

### **GB/27/18 Partnership working**

The chair introduced Mrs Janet Spratt-Burch and Mrs Rhian Richardson to the governors. Both had been appointed to support the headteacher.

Mrs Spratt-Burch outlined to governors the work she and Mrs Richardson had completed with the headteacher, which included a 28-day 'Rapid Improvement Plan' that contained actions and intended impact that were aligned to the responses from the reviews.

The 28-day plan had been introduced to the school staff that day and would go to the School Improvement Adviser (SIA) and the Education Improvement Advisor (EIA) to quality assure. A copy would be shared with governors to enable Mr Rooney to develop the monitoring and evaluation calendar/schedule.

**Head/  
RR/JSB  
MR**

The headteacher confirmed that amendments had also been made to the school improvement plan (SIP) to ensure coordination with the recommendations from the reviews, outside provision and work with partners.

Mrs Richardson and Mrs Spratt-Burch also informed governors that meetings had been held with all staff including the PCA's to introduce themselves and explain the plans going forward.

**Q. Governors asked if there was a timeframe for the completion of the SIP, as there had been parental interest and requests for a copy?**

A. Following discussion, it was agreed that:

- Mrs Richardson and Mrs Spratt-Burch would work with the headteacher to ensure the draft SIP was ready for review by the EIA and SIA by Friday 27<sup>th</sup> April;
- the SIP would then need to be sent to and reviewed by the IEB; and subsequently
- the SIP would be released to staff and parents.

Head/  
RR/JSB

Head

**Q. Governors wished to know if there were other things that could be updated at the same time as the SIP to reassure parents that things were happening?**

A. The headteacher explained that there were policy documents and information that could be uploaded.

**Q. Governors queried how those not present at the recent meetings would be informed of the all the new information?**

A. The headteacher advised that a briefing document would be issued and that Mrs Spratt-Burch and Mrs Richardson had agreed to host an 'open door' event next Wednesday until all staff were cognisant of the new faces and remits.

The chair thanked Mrs Spratt-Burch and Mrs Richardson for their update which was **RECEIVED** and **NOTED**.

*Mrs Richardson and Mrs Spratt-Burch withdrew from the meeting*

**GB/28/18 Approval of minutes of meeting held on 15 March 2018**

The minutes of the spring term meeting held on Thursday 15<sup>th</sup> March 2018 having been previously circulated were confirmed and signed by the chair subject to the following amendments;

*GB/04/18 - Declaration of Interest*

Mr Rooney to be added to the list of governors who declared a pecuniary interest as an employee of the LA and part of 'services to schools'.

*GB/08/18 - Delegated Decision Planner*

The word 'drat' changed to 'draft' (bottom of p5)

*Review of actions*

Actions in the minutes were reviewed. It was noted that they had been undertaken, subject to the following updates:

*GB/07/18 - Note of the meeting with Parents on the 14<sup>th</sup> February*

Governors considered the draft responses submitted by Mr Rooney and it was;

**resolved**

to approve the responses to the parental questions.

GB/07/18 - Note of the meeting with staff on the 14<sup>th</sup> February

Governors considered the draft responses submitted by Mr Iliffe and it was;

**resolved**

to approve the responses to the staff questions.

Governors **AGREED** that:

- the approved versions were to be distributed via the headteacher;
- the staff were to receive both staff and parent responses to ensure that staff could support consistent responses to parents;
- staff versions to contain 'confidential' watermark;
- the approved versions were to be loaded onto Governor Hub.

**Clerk**

The headteacher confirmed that a conversation regarding Makaton training for staff had been held with EIA and trainer but a date for the training itself was not yet in the 28-day plan. Governors confirmed that the training could be included in the emergency bid to the DfE. The headteacher agreed to include the Makaton training into the plan.

**Head**

**Q. Governors asked whether MAPA training had been organised?**

**A.** The headteacher explained that the date of best fit was 4<sup>th</sup> June 2018 and she was still looking for a second date for those staff unable to attend on 4<sup>th</sup> June. Her aim was to have at least one member of the leadership team as a MAPA trainer to develop a sustainable training model in-house.

**Head**

GB/09/18 - Training needs, including Safeguarding

The clerk reported that the advice from Governor Services was that unless governors were governors elsewhere (and thereby undertaking the same role albeit in another establishment) another DBS was required.

Governors agreed to submit the relevant information to the school as soon as possible so that DBS applications could be submitted.

**All to note**

The headteacher reported that the safeguarding review had been presented today (19<sup>th</sup> April) and a meeting was to take place with the assessor to receive feedback. Governors **AGREED** that the safeguarding governor would attend the meeting, listen to the feedback and report progress to the IEB.

**MR**

## **GB/29/18 Receipt of minutes from committees**

Minutes of the following committees were **RECEIVED** and **NOTED**:

- finance and staffing committee (22 March 2018)

*Review of actions*

Actions in the minutes, which had been completed or continued to be in hand within the timescales indicated, were reviewed subject to the following updates (**see confidential items**).

**GB/30/18 Approval of the Delegated Decision Planner**

Due to the length of the agenda and the lateness of the hour, governors **agreed** to defer this item to the next IEB meeting on 10<sup>th</sup> May 2018.

Clerk

**GB/31/18 Headteacher's Report**

The headteacher presented her report which had previously been circulated to governors. She highlighted the following points:

- staff absences - the business manager presented her report which had been previously circulated to governors. She drew governors' attention to the following;
  - there had been 3 monitoring points; Sept 2017, Dec 2107 and Feb 2018 of the short-term and long-term staff absences;
  - the budgetary impact was also referenced including supply cost and costs recouped through insurance
  - the cost to the budget at the monitoring point
  - days lost (total salary cost)
  - absence management procedure (**see confidential item**)
- SIP – covered under item **GB/27/18**
- wellbeing survey – the headteacher shared the raw data and question response information with governors.
- accident and incident reporting – school evaluation summary to be shared with the health and safety governor, for the governor to include in their monitoring and evaluation report

Governors **requested** the following to be shared with Mrs Richardson and then submitted to the May meeting of the finance and staffing (F&S) committee, 7 days prior to the meeting date;

- a summative and evaluative judgement of the wellbeing survey;
- partial responses to the survey to be considered and reported on separately;
- actions the school had already taken in relation to the survey.

Head

**Q. Governors enquired about the intended outcome of the piece of work (survey)?**

**A.** The headteacher explained this was benchmark information with the intention that a second piece of work be carried out.

Governors **suggested**;

- the ideal time for the second survey would be before the end of the summer term to gauge improvements. The headteacher agreed to action;
- consideration of the timing of formal support staff appraisal which may provide opportunity to raise concerns.

Head

**Q. Governors asked if the PCA manager was a member of the SLT?**

**A.** The headteacher explained that in a previous structure the PCA manager had been a member of the SLT but not currently. She also confirmed that work on the structure was being done with Mrs Richardson and would be brought to the next Finance & Staffing meeting (25<sup>th</sup> April 2018).

Head

*Mr Massarella left the meeting 4.00pm*

**Q. Governors questioned who carried out the accident and incident report analysis?**

**A.** The headteacher confirmed this was the business manager re. SR3 and the AHT who conducted an analysis by team.

**Q. Governors wished to know if there was an aspirational time between reporting and closing a report?**

**A.** The headteacher agreed that there was however it very much depended on the incident.

**Q. Governors asked whether staff understood response processes and protocols?**

**A.** The headteacher advised that currently some staff did not have the clarity required and the use of the CPOMS system was being considered.

Governors **requested** that the information regarding CPOMS be raised at the finance and staffing committee meeting in May.

Clerk

### **GB/32/18 Survey Summaries**

Due to the length of the agenda and the lateness of the hour, governors **agreed** to defer this item to the next IEB meeting on 10<sup>th</sup> May 2018.

Clerk

### **GB/33/18 Pupil Premium Plan**

Due to the length of the agenda and the lateness of the hour, governors **agreed** to defer this item to the next IEB meeting on 10<sup>th</sup> May 2018.

Clerk

### **GB/34/18 EIA Reports**

#### *School Website Compliance*

The headteacher confirmed that all recommended actions had been addressed. Mr Massarella agreed to re-visit the website and complete a report. The headteacher agreed to email Mr Massarella.

SM/  
Head

All governors **AGREED** to use school emails from this point forward.

All to  
note

Mr Connor was to be provided with an email account.

Head

#### *Class Lewis and play area*

The headteacher updated governors regarding;

- actions taken – request for HR advice, stress risk assessment (RA), conversation with H&S team; assessment by SIA (LLC)
- the outcome of RA to be shared with HR
- changes made
- investigations of support required
- processes followed

Mr Savage agreed to visit school and work with new AHT (behaviour) to consider a tailored RA for the group and/or actions/support for staff to work with the group.

CS

**GB/35/18 St Giles EIA General Activity Reports**

Due to the length of the agenda and the lateness of the hour, governors **AGREED** to defer this item to the next IEB meeting on 10<sup>th</sup> May 2018.

Clerk

**GB/36/18 LA Reviews**

Following discussion, governors **AGREED** that the reviews should be considered in conjunction with the revised and updated SIP and the 28-day rapid improvement plan, consequently this item was deferred to the next IEB meeting on 10<sup>th</sup> May 2018.

Clerk

**GB/37/18 Policies**

After discussion, the following policies were **RECEIVED, NOTED** and **APPROVED** by the governing body:

- disciplinary procedure part 1
- disciplinary procedure part 2
- confidential reporting and whistleblowing policy
- staff code of conduct

**Q. Governors queried how the staff code of conduct was to be shared?**

**A.** The headteacher explained that it would be raised and discussed at a staff meeting and then staff would be asked to sign to say they had read the it – the deadline for signing to be within two weeks of it being issued. The code of conduct was also to be posted on the staff section of the website.

Head

**Q. Governors asked whether the staff meeting would be minuted?**

**A.** The headteacher confirmed that it would be.

Governors highlighted the need for:

- the staff code of conduct to be read in conjunction with the discipline procedure and the confidential reporting and whistleblowing policy;
- the above actions to be included in the 28-day plan, confirmed and reported back to the IEB;
- the headteacher to upload the approved policies to the staff section of the website as soon as possible.

Head

Due to the length of the agenda and the lateness of the hour, governors **AGREED** to defer the;

- policy checklist
- policy review
- equality policy
- health and safety policy

Clerk

to the next IEB meeting on 10<sup>th</sup> May 2018.

Governors **requested** that an updated GDPR policy be submitted for approval for the next IEB meeting. The headteacher clarified that the school had a data protection policy (approved by the previous governing body) in the interim and agreed to action an updated GDPR policy.

Head

*Fire Evacuation Plan*

The business manager shared the fire evacuation plan with governors. The headteacher confirmed that the school had been visited by the Fire Officer.

Action

**Q. Governors asked if there was a report from the Fire Officer?**

**A.** The headteacher confirmed that the Fire Officer had informed the school there were no significant concerns to warrant a report and gave advice and guidance.

The headteacher agreed to:

- contact the Fire Officer to request written confirmation that all issues raised had been addressed and the school satisfied recommended fire safety guidelines;
- send a copy, when received, to Mr Iliffe.

Head

The headteacher reported the visit of the LA health and safety team to arrange staff Personal Emergency Evacuation Plan (PEEP) training. As a consequence of the visit, the health and safety policy had been updated and involved communication and cooperation with Retford Oaks and the premises team to finalise details of emergency evacuation plans.

**Q. Governors asked if the policy named responsible persons?**

**A.** The business manager confirmed responsibility was by title not by name.

**Q. Governors queried whether the new policy covered items raised in the health and safety review?**

**A.** The headteacher confirmed that it did, that the items were also addressed through the PEEP and that identified actions were included in the 28-day plan.

Governors **AGREED** that Mr Rooney (Health and Safety Link) would visit as part of the monitoring and evaluation role and would:

- read the draft policy and send comments to business manager;
- report any further action to governors and recommend for ratification at next IEB meeting.

MR

*Emergency Plan*

The headteacher reported that the emergency plan was being updated and highlighted the need for the exploration of options for the following;

- to distinguish between partial and full lockdown signals;
- for external door security.

Governors **NOTED** and **AGREED** the headteacher should explore options and then bring to the finance and staffing committee for approval. The clerk to put on the finance and staffing committee agenda for the May 2018 meeting.

Head

Clerk

*Mrs S Keen left the meeting 4.45pm*

**GB/38/18 LAC report**

Due to the length of the agenda and the lateness of the hour, governors **AGREED** to defer this item to the next IEB meeting on 10<sup>th</sup> May 2018.

Clerk

**GB/39/18 Information from the Corporate Director for consideration and action**

Due to the length of the agenda and the lateness of the hour, governors **AGREED** to defer this item to the next IEB meeting on 10<sup>th</sup> May 2018.

Clerk

**GB/40/18 Update on Complaints**

Mr Iliffe confirmed the 3 parental complaints received before the IEB was formed were being managed through an external independent process (as advised by the DfE). He also confirmed that 3 parental complaints had been received by the IEB – of these;

- one was resolved
- one complainant was to meet with Mrs Allsop
- one was new (Mr Iliffe was to follow up)

Mr Iliffe also offered feedback to governors regarding staffing concerns.

Governors **AGREED** that the concerns should be summarised and outcomes shared at the next staffing and finance committee meeting.

WI/  
Clerk

*Mr Savage left the meeting at 6.00pm*

**GB/41/18 Correspondence**

None

**GB/42/18 Any Other Business**

(see confidential item)

**GB/43/18 Confirmation of dates for future meetings**

- Thursday, 10 May 2018 at 2.00pm
- Thursday, 7 June 2018 at 2.00 pm
- Thursday, 5 July 2018 at 2.00 pm

**GB/43/18 Determination of confidentiality of business**

It was

**resolved**

that there were three confidential items and that the confidential items within the following reports:

- Headteachers Report
- EIA Report

be deemed confidential but that all other papers and reports be made available as required.

**The meeting closed at 6.35pm.**

Signed C. Levy (Chair) Date 10-5-18