



School: St Giles Special School
Meeting title: Spring term meeting of the IEB
Date and time: Thursday 15th March, 2018 at 2.00pm
Location: At the school

Membership
'A' denotes absence

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

In attendance Mrs S Booth (Relief Clerk to the Governors)

GB/01/18 Apologies for absence

Action

Apologies for absence were received from Mr Connor Illness

It was

Resolved

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

GB/02/18 Review of Membership

This is the inaugural meeting of the Interim Executive Board following the approval of the DfE on the 14th February.

The DfE have approved the membership as follows:

Mr C Levy approved as Chair
Mr S Massarella
Mrs A Allsop
Mr C Savage
Mr M Rooney
Mrs L Foster

The IEB wish to Co-Opt Mr Iliffe to the Board and he duly left the room at 2.30pm whilst his appointment was discussed.

Mr Levy proposed to appoint Mr Iliffe to the Board and Mrs Foster seconded. The IEB unanimously approved the appointment of Mr Iliffe and said his expertise in HR will be a welcome addition to the Board.

Mr Iliffe re-joined the meeting at 2.33pm.

The IEB also proposed to appoint Mr Connor to the Board, stating his financial expertise will also strengthen the Board

Mrs Foster proposed and Mr Massarella seconded. The IEB unanimously approved the appointment of Mr Connor.

GB/03/18 Elect Vice Chair

As part of the application to appoint and form an IEB, the intended Chair had to be pre-identified, but the appointment of Vice Chair was delegated to the IEB. Mrs Allsop proposed that Mrs Foster be the Vice Chair and Mr Massarella seconded. There being no further nominations it was

Unanimously Resolved that Mrs Foster be elected as Vice Chair.

Following a considered discussion on Members' areas of interest and expertise it was

Resolved that:

Mr Rooney be linked to Safeguarding, Health and Safety and Anti-Bullying. Proposed by Mrs Foster, seconded by Mr Massarella – carried unanimously.

Mr Savage be linked to Behaviour and SEND.
Proposed by Mr Levy, seconded by Mr Massarella – carried unanimously.

Mr Massarella be linked to Leadership and Management, Appraisal and Pupil Premium.
Proposed by Mrs Foster, seconded by Mr Iliffe – carried unanimously.

In Mr Connor's absence, Members unanimously elected him to be the Finance link. However, in his absence, Mr Massarella will be the link.
Proposed by Mrs Foster, seconded by Mr Rooney – carried unanimously.

Mr Iliffe be linked to Personnel and Complaints.
Proposed by Mrs Foster, seconded by Mr Massarella – carried unanimously.

Mrs Allsop be linked to Appraisal, Teaching and Learning and Complaints and Looked After Children.
Proposed by Mrs Foster, seconded by Mr Massarella – carried unanimously.

GB/04/18 Declaration of interest

Mrs Foster, 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.

Review and update Register of Business Interest/Declaration of Eligibility

Members completed and returned the Register of Business Interests and Declarations of Eligibility to the Headteacher for her to pass to the School Business Manager. HT

GB/05/18 Letter from DfE regarding forming an IEB and list of Members

The letter and the discussion around the letter were deemed confidential and recorded elsewhere in the minutes.

Mr Rooney arrived at 2.18pm

GB/06/18 Review the notes of the working group held on 13 February 2018

The notes of the working group held on the 13th February, 2018, having been previously circulated were reviewed. Any matters arising were incorporated in the IEB Agenda.

GB/07/18 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on 19 October, 2017 having been previously circulated were received and noted. The IEB noted the matters arising.

Review of actions

The Headteacher said she has given staff access to the Health and Safety Executive's Stress Survey as requested by the trade unions and the staff and this is a survey written in conjunction with the TUC. Staff were advised on Monday that the survey would be circulated and provided with directed time so the survey should be finished by the end of school on Friday. The company will collate a summary document. The Headteacher said she will send the link to the survey to the IEB.

Mrs Foster asked for the summary report to be presented to next IEB. The Headteacher said she would send the guidance to the Clerk to put on GovernorHub along with any other surveys as per the guidance, eg the Staff Wellbeing Survey HT
Clerk

Mr Rooney asked who will collate the results. The Headteacher said it is collated by the provider so that the results remain totally anonymous.

The Headteacher said she has checked the Parent Survey. **Members asked the Clerk to put the Parent Survey on next Agenda.** "To receive the survey results following the parents meeting and the press releases and to inform any actions needed". This will be reviewed termly Clerk

Members said they are committed to monitoring parent views and it was noted that in the autumn term, 28 parents had completed the survey and most were happy with the school.

Members asked for the Pupil Premium Plan to be on the next agenda. Clerk

The School Improvement Plan is on the agenda today.

The IEB noted that the previous Governing Body had raised concerns about wider issues in the minutes and the IEB support this and will work with the school to address these issues.

School Budget/Finance is on the agenda today.

All the school's policies are being reviewed by the IEB.

The Headteacher said the statutory policies are on the website. **Members asked the Headteacher to collate all the policies by the end of next week and send to Mrs Allsop and the Clerk to upload onto GovernorHub.** The Headteacher said that she plans to hold "policy amnesty". HT/
Clerk

Members asked for Policies to be an Agenda item at the next IEB, both the checklist and the review. Clerk

Members asked for sight of the Staff Code of Conduct and asked the Headteacher to send it to the Clerk for uploading. HT/
Clerk

The Appraisal Policy is on the agenda and the Pay Policy was agreed by the previous Governing Body.

The Complaints Policy has been updated and was shared with Members, Mr Iliffe took the Members through the amendments and confirmed he has undertaken an Equality Impact Assessment.

Members made a couple of minor amendments to the policy which Mr Iliffe completed in the meeting and it was

Unanimously Resolved

to approve the amended Complaints Policy and that it be implemented immediately

Members questioned why the previous Governing Body had only approved Managing Allegations against Staff Part II, rather than the LA's whole Discipline Procedure of which the Managing Allegations against Staff Part II is a section. **Mr Iliffe said he would circulate the whole policy to the IEB.**

**WI/
Clerk**

The previous Governing Body had confirmed that the Headteacher's External Advisor would be Mrs Lyn-Cook. Members reconfirmed the decision made and noted that the External Advisor has requested that for part of the meeting she is joined by the External Advisor for last year for continuity. Mrs Foster said that the LA have agreed to this.

Mrs Foster said that the Headteacher's Appraisal did not proceed in December because on the date scheduled for the Headteacher's Appraisal Meeting, the External Advisor (who was already in the school) was re-directed by the LA to undertake a Health and Safety learning walk in response to concerns raised by staff.

Members asked whether the school has an Emergency Plan and Fire Safety Plan. The Headteacher said there is one which is currently under review. **Members asked for this to be added to the next meeting Agenda.**

Clerk

Members asked how often fire practices took place. The Headteacher said there are termly ones scheduled and also a number of false alarms instigated by students.

The IEB discussed the previous appraisals process and identified this as an area for development.

Notes of meetings with Parents and Staff

Note of the meeting with Parents on the 14th February

Members noted the notes of the meetings on the 14th February, but felt that there were gaps in the notes, as they did not accurately reflect the concerns raised by a small number of parents. However, these concerns have been captured in questions which the IEB has committed to sharing with all parents alongside their responses.

Mr Rooney kindly offered to review the parental questions and draft a response for circulation to the IEB and approval/guidance from the Legal Team.

MR

With regards to the parental concern over communications and the request for these to be improved, Mrs Allsop stated that she has become a "Friend of St Giles" and added that it is an amazing group. **Mrs Allsop is unable to attend a couple of meetings due to prior arrangements and asked the Headteacher to share the dates with the IEB.**

HT

Mr Levy said he has sent the letters promised in the notes and has received replies and responded; details are on the website.

Mr Rooney asked how school is communicating with parents. The Headteacher said via a termly newsletter which will go out just before Easter. **The IEB agreed that there needs to be an article to update parents and Mr Rooney kindly agreed to prepare a draft.** MR

Notes of the Staff meeting on the 14th February

The IEB confirmed that they were happy with the content of the notes from the staff meeting.

A Whole School Training Day, supported by the Ed-psychologist, has taken place and the evaluation was positive.

The IEB asked the Headteacher for a summary of staff training.

The Headteacher responded that the training from Jo Butler (Associate Assistant Headteacher) who has been on secondment at the school, three days a week between January and Easter has been very well received. *The Headteacher asked whether further training could be commissioned through the LA support package.*

Mrs Foster said staff need Makaton training. The Headteacher said that that the new member of staff, starting after Easter, is Makaton trained. **Mrs Foster asked the Headteacher to contact Mrs Somerset re further training from Ms Butler.** HT

Mrs Allsop said this is a positive step and should be promoted to parents. The IEB acknowledge that a Makaton training refresher is required following the Teaching and Learning Review.

The IEB confirmed that the actions referred to in the notes of the staff meeting have been taken.

Mr Iliffe agreed to draft the reply to the response to staff, he will circulate this to the IEB for approval before seeking advice from the Legal Team. WI

Mr Iliffe and Mr Levy will meet with the Personal Care Assistants on Monday 19th March. WI/CL

GB/08/18 Delegated Decision Planner

The IEB agreed to delegate the completion of this to the Finance and Staffing Committee for them to complete and then refer back to the next IEB meeting for approval. F&SC/
Clerk

Members discussed and agreed that the following be appointed to the Finance and Staffing Committee and that they would meet on the 22nd March at 3pm. F&SC

Constitution: Mrs Foster, Mr Massarella, Mr Connor and Mr Iliffe.

The drat agenda to include:

- *Services to School – SLA*
- *Temporary Contracts*
- *Maternity Cover*
- *Decision Planner*
- *DPO*
- *Health Team*

- Letter about the appointment of the Exec Headteacher to parents and staff

Governors approved the extension of the temporary contracts to the 31st August after the Headteacher confirmed that this can be afforded

HT

GB/09/18 Training needs, including Safeguarding

Mr Levy said that there is a requirement for Governing Bodies to undertake Prevent training. Members asked whether there is a statutory requirement for Governors to undertake certain training and asked the Clerk to check.

Members also sought clarification on whether they were required to have a DBS check specifically for their role at St Giles. The Clerk advised that she would check but recalled that LA employees have portable DBS checks whilst Members who are not employed by LA may need to renew their DBS specific to the school.

Clerk

GB/10/18 Information from the Corporate Director for consideration and action:

a) GDPR

The Clerk advised the Members that the purpose of this report is to update them on the requirements of the new GDPR which comes into effect on the 25th May 2018

With this new legislation comes additional responsibilities around how schools will be required to handle and process data, and will introduce the potential of significantly increased fines for any serious breach of the new regulations.

There is a training package and toolkit available from the LA for which costs £250 for maintained schools and £700 for academies.

Action for Governors:

Governing bodies need to ensure that their Headteacher and Business Manager have booked places on both NCC training sessions. If Headteachers and Governors have agreed to access their training from another source, then Governors need to be assured that the school will be GDPR-ready, and have appropriate systems and documentation in place.

Governing bodies need to decide who will take responsibility for data protection compliance by appointing or designating a Data Protection Officer (DPO). In maintained school/academies/MATs, this cannot be the Headteacher or a person responsible for making decisions on the processing/holding of data, ie, the School Business/Office Manager or the ICT lead.

Governing bodies need to appoint a GDPR Link Governor who will have an overview of the school systems and ensure that they are compliant with the regulations.

The appointed Link Governor needs to book a place on the governor training sessions which are detailed on the report.

Governing bodies need to request an individual school email accounts for each Governor or associate member. It is no longer appropriate for Governors to use business or shared home email addresses which could be viewed by other people.

Members asked the Headteacher to set up St Giles' email account for all Members.

HT

Mrs Foster said that she is happy to be the DP Link Governor.

Mrs Foster added that the DPO cannot make decisions on which system is used, It should be someone with leadership responsibility; It is a monitoring role the DPO has to

be line managed by the most senior person in the institution; ie someone senior enough to be able decide whether the matter needs referring.

GB/11/18 Headteacher's Report

Due to the lateness of the hour, Members asked the Headteacher to circulate her report and defer this to the next meeting.

**HT/
Clerk**

The Headteacher did update Members on the appointment of a new member of staff, Rachel Garner who is the new Assistant Headteacher and will bring additional capacity to the Leadership team.

GB/12/18 EIA Reports on

- a) Behaviour
- b) Health and Safety
- c) School Website Compliance

Due to the lateness of the hour, Members asked for this to be deferred to the next meeting.

Clerk

GB/13/18 St Giles General Activity

- a) 12.10.2017
- b) 24.01.2018

Due to the lateness of the hour, Members asked for this to be deferred to the next meeting.

Clerk

GB/14/18 LA Reviews

- a) Teaching and Learning
- b) Safeguarding

Due to the lateness of the hour, Members asked for this to be deferred to the next meeting, however they deemed the following discussion as a priority.

Clerk

- c) Leadership and Management

The IEB asked the Headteacher to update the School Improvement Plan, based on the recommendations of the reviews for the IEB meeting on the 10th May.

**HT/
Clerk**

Mrs Foster said the leadership capacity is an issue at St Giles; Mrs Somerset has worked hard to secure two senior leaders to share the role of Executive Head for a term to strengthen the Leadership at St Giles; the two Governing Bodies have agreed in principal and the LA will fund the backfill. An initial meeting has been arranged for the 22nd March. The senior leaders will be seconded from two special schools, one in county and one out of county.

The LA are also talking to a Teaching School Alliance to provide coaching capacity at all levels.

The LA will meet with staff as soon as they can to share this information. There will be a simultaneous briefing for all staff and parents.

An Executive Headteacher is a strategic lead, working with the Headteacher who then drives and implements the strategies.

GB/15/18 To set up Finance Committee and Parents Committee

Members have previously discussed the formation of a Finance and Staffing Committee above.

GB/16/18 Complaints Policy

This was discussed and approved above.

GB/17/18 Use of IEB email address

Mrs Foster said there have been a number of concerns and comments received from parents and staff into the IEB email.

Mrs Foster said the emails from staff are predominantly about operational matters, **she suggested that Mr Iliffe (who is the sole recipient of emails to the IEB email and forwards them as appropriate) sends a holding email and Mr Levy will work with Mr Iliffe to review the emails received on Monday 19th March.**

WI/CL

The Members reiterated that the role of Governors is to oversee the strategic direction of the school and not involve themselves in the day to day management of the school, this is the responsibility of the Headteacher and Leadership Team.

In the absence of a Staff Governor representative, emails will continue to be channelled to Mr Iliffe who will filter and redirect them. The remaining Members must keep an element of separation in case of escalation of the complaints.

Mr Iliffe said he is shortly to take annual leave and Members agreed that Mrs Allsop be given access to the IEB email address whilst he is away.

WI

GB/18/18 Appraisal Policy

It was

Resolved to approve the Appraisal Policy

The Appraisal Governors are going to contact the Independent Appraiser to arrange the Headteacher's interim appraisal as soon as possible.

SM/AA

GB/19/18 Communication with parents

This was covered above.

GB/20/18 Governors area of responsibility:

These were discussed and assigned at the start of the meeting.

GB/21/18 Communication

From Clerk – Governor Newsletter

Members noted the Governor Newsletter.

GB/22/18 Any Other Business

There was no other business.

GB/23/18 Confirmation of date for 2018

The Members

agreed

- Thursday, 19 April, 2018 at 2.00 pm
- Thursday, 10 May, 2018 at 2.00 pm
- Thursday, 7 June, 2018 at 2.00 pm
- Thursday, 5 July, 2018 at 2.00 pm

GB/24/18 Determination of confidentiality of business

It was

Resolved

that the IEB Membership list and confidential sections of minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 6pm.

Signed *C Kelly*(Chair) Date *19-4-18*

