

MINUTES OF MEETING

School: St Giles Special School
Meeting title: Second summer term meeting of the IEB
Date and time: Thursday 10th May 2018 at 2.00pm
Location: At the school

SCHOOL DISPLAY

Membership
'A' denotes absence

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

In attendance

Miss J Littlewood (Clerk to the Governors)
Ms R Green (office of RSC)
Mrs J Turner (office of RSC)
Mrs R Richardson (associate headteacher)

GB/43/18 Apologies for absence

Action

Apologies for absence were received from Mr A Conner (illness) and Mr W Iliffe (holiday).

It was

resolved

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

GB/44/18 Declaration of interest

Mrs Foster, Mr Rooney 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/45/18 Welcome and Introduction to RSC's team and discussion regarding future of the school

The chair introduced Ms Rachel Green and Mrs Jayne Turner to governors. Both visitors were from the office of the Regional Schools Commissioner. The chair and the vice chair provided an update on the LA support to the school and actions/work of the IEB including:

- background and context – from receipt of agreement from DfE (14 February 2018) and first meeting of IEB;
- roles and responsibilities of the IEB members – each introduced themselves, their role(s) and responsibilities;
- committee structure;

- frequency of meetings;
 - LA reviews of:
 - health and safety
 - safeguarding
 - teaching and learning
 - behaviour
 - leadership and management
- which also addressed all areas of concern raised by staff;

Q. Ms Green asked governors what had been the challenges?

A. The chair briefly detailed examples such as the handling of pre-IEB complaints, concerns raised by staff, leakages to the press. These issues have caused delays in the agreement of the following:

- initial partnership plan with other special schools;
- appointment of two associate headteachers to support leadership capacity – the chair introduced Mrs R Richardson;
- the significant support package in place with Minster School Teaching Alliance. Mrs Richardson provided an update of the support which included:
 - teaching and learning
 - leadership and management
 - skill sets for PCAs and TAs
 - quality assurance
 - appraisal
 - increasing admin capacity
 - meeting with Minster SLE to look at guidance and protocols for lesson observations;
- the interim school improvement plan (ISIP);
- Minster and St Giles operational group which fed into the termly partnership focus group (consisting of LA officers, school and partners);
- safeguarding support from the LA SCIE officer
- associate headteacher and assistant headteacher to support SOLAR;
- new partnership plan to be approved termly by LA;
- budget and financial position;
- PFI status;
- emergency funding bid.

Q. Ms Green questioned whether this had been submitted yet?

A. The vice chair confirmed that it had and where/who it had been sent to. Ms Green requested that it be resent, and she be copied in.

LF

Governors **discussed** with RSC officers the content of the letter from the DfE (14 February) – **see confidential item.**

Ms Green and Mrs Turner withdrew from the meeting at 2.55pm

GB/46/18 Approval of minutes of meeting held on 19 April 2018

The minutes of the first summer term meeting held on Thursday 19th April 2018 having been previously circulated were confirmed and signed by the chair subject to the following amendments;

GB/27/18 – Partnership working

Third paragraph to read:

"The 28-day plan had been written and would go to the Area Improvement Adviser (AIA) and the Education Improvement Advisor (EIA) to quality assure. A copy would be shared with governors to enable development of the monitoring and evaluation calendar/schedule."

GB/34/18 – EIA Reports - School Website Compliance

The headteacher agreed to email Mrs Foster.

GB/37/18 Policies – Fire Evacuation Plan

The headteacher agreed to send a copy of the written confirmation of 'no concerns' from the Fire Officer to Mr Rooney.

GB/40/18 Update on Complaints

Bullet point two to read: 'one complainant has had regular communication with Mrs Allsop'.

Review of actions

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

GB/28/18 – Approval of minutes held on 15 March

The headteacher confirmed that Makaton briefings had begun with the information in the school newsletter.

Governors **NOTED** that some members still needed to submit DBS information to the school verifier.

All
Governors

GB/31/18 – Headteachers' Report

Governors clarified that, given the frequency of meetings, the report should only contain feedback from actions requested by the IEB and updates on progress.

GB/34/18 – EIA Reports

Mr Savage informed governors that he had visited the school and would attend the morning MAPA training session with the educational psychologist.

GB/37/18 - Policies

Q. Governors queried if the staff code of conduct had been shared and signed?

A. The headteacher explained that it had been shared and the deadline for receipt of all signed staff codes of conduct was Friday 11th May 3.30pm

Governors **AGREED** the following draft statement to be shared with staff the next day, once HR advice had been taken by the headteacher on the wording below:

"The IEB has worked with St Giles on the Code of Conduct, which has also previously been approved by the Trade Unions.

In support of all our staff, who are contractually obliged to sign the Code of Conduct, having read and signed to state their understanding, the IEB state that each and every member of staff must sign the Code of Conduct, on or before 1550hrs on Friday 11th May 2018. Failure to do so is a breach of contract".

Head

The IEB **DISCUSSED** and **AGREED** the response(s) to the Trade Unions.

Q. Governors asked whether the written confirmation had been received from the fire officer yet?

A. The headteacher informed governors that it had not. She agreed to contact the fire officer as soon as possible.

Head

GB/47/18 Receipt of minutes from committees

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

- finance and staffing committee (25 April 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 update (**see confidential item**).

GB/48/18 Approval of the Delegated Decision Planner

The chair and vice chair confirmed this was still being reviewed and should be deferred to the next IEB (7 June 2018).

Clerk

GB/49/18 Headteacher's Report

The headteacher requested clarity on the content of headteacher's reports moving forward, given the frequency of meetings.

The vice chair explained that governors expected the report to contain:

- reference to any progress on/with the reviews' recommendations;
- feedback on whatever was agreed to be brought to the meeting from the previous IEB;
- ISI plans, progress and how they linked to reviews.

Mrs Richardson presented the St Giles School Interim School Improvement Plan (ISIP) document, staff handbook and summer term planner. She drew governors attention to:

- the 12 key focus areas;
- the fact the ISIP was a 'living' document subject to regular change and updates;
- milestones for completion which were RAG'd in the usual way;
- impact of actions and impact measure;
- lead people;
- linked documents;
- additional resources
- IEB link governor/monitor.

She confirmed that:

- she and the HT would be meeting with all staff to launch the ISI plan and the monitoring and evaluation handbook and planner. The feedback was positive and both appeared to be well received;
- an indicative timetable for learning walks had been produced;

Action

- the DPO was to be trained this term and GDPR staff training was scheduled for September;
- staff had received social media training from UNISON.

Head/RR

The headteacher and Mrs Richardson requested an additional training day to ensure the ISIP and monitoring and evaluation programme was fully understood.

Following discussion, it was

resolved

to approve the request for an extra training day subject to sufficient notification being given to parents.

After consideration of the summer term planner, Mrs Richardson agreed to pick out and send to the IEB:

RR

- activities that governors could access or link with
- meetings that governors could access as part of their monitoring link role

All
Governors

If governors then wished to access these, Mrs Richardson to be informed as soon as possible.

Mr Savage left the meeting 4.30pm

Q. Governors requested clarity regarding the 'read across' from reviews to ISIP i.e. how the recommendations from reviews were referenced in the ISIP?

A. The headteacher explained that progress made was submitted to the IEB through the headteacher's report

Governors **discussed** the ISIP at length made the following recommendations:

- to replace staff/IEB names/initials with roles/link roles in the ISIP document;
- to add extra step to focus area 4d) in the ISIP – to share outcomes with officers of unions and IEB;
- to add 'behaviour' to health and safety in the focus area 12 column in the ISIP;
- to capture in the ISIP what had already been achieved (reviews);

Mrs Richardson requested approval to upload the ISIP document onto the website. Governors **AGREED** that Mrs Richardson should send the amended document to the IEB for approval before loading.

RR/
Clerk

GB/50/18 Survey Summaries

Governors **RECIEVED** and **NOTED** the summaries and feedback from the headteacher.

GB/51/18 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 7th June 2018.

Clerk

GB/52/18 St Giles EIA General Activity Reports

Governors **RECIEVED** and **NOTED** the EIA general activity reports and feedback provided by the headteacher.

GB/53/18 LA Reviews

Governors **RECEIVED, DISCUSSED** and **NOTED** the LA reviews and feedback/progress provided through the ISIP.

GB/54/18 Policies

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

- safeguarding policy – safeguarding IEB link member reported:
 - rapid progress in latest feedback from SCIEO (correct version to be sent to clerk)
 - good progress on safeguarding certificates
 - the need to revisit the policy once CPOMS was in place
- equality policy

Governors **expressed** how pleased they were with the progress made in safeguarding and reminded the school that the progress needed to be reflected in the ISIP document.

Health & Safety Policy/Fire Evacuation Policy

After a full and frank discussion, the governors **AGREED** that before approval could be given, the following additions needed to be made to:

- the health and safety policy:
 - a policy statement related to removing weaknesses in procedures found in the review;
 - a monitoring section highlighting who, how, what, when (frequency);
 - a reporting section - from SOLAR and the well worker system
 - amended to apply specifically to St Giles School.
- fire evacuation policy/procedure
 - policy statement on personal emergency evacuation plans (PEEPs) –when, who for, who reviews, how reported and who to;
 - a monitoring section highlighting who, how, what, when (frequency);
 - responsibility for communication to supply staff;
 - fire safety section – storage of battery operated wheelchairs, hoists.

Head

Head

LF/MR

Governors **AGREED** to delegate approval for both policies to the finance and staffing committee (22 May 2018) subject to the above revisions and checking by Mr Rooney.

Governors **acknowledged** the major steps forward that had been made with the health and safety and fire evacuation policy in the light of the feedback given.

GB/55/18 LAC report

IEB link reported that LAC report was satisfactory.

GB/56/18 Information from the Corporate Director for consideration and action

Nottinghamshire County Council's Partnership Strategy for Looked after Children & Care Leavers 2018-21 and Revised Guidance for Virtual School Heads and Designated Teachers (Feb 2018) – Governor Update

The clerk provided a summary of the content of the report and governors were asked to note the advice provided on definitions, the role and responsibilities of designated teachers/governing body/link governor, Governors **REVIEWED** and **DISCUSSED** the Partnership Strategy for Looked after Children and Care Leavers (2018 – 2022). It was;

resolved

to formally adopted the strategy.

Meeting the requirements of the GDPR May 2018: what schools need to know and do

The clerk provided a summary of the content of the report and governors were asked to note the actions for governors and the advice provided on the key issues arising from the new legislation.

The vice chair shared with governors the following information from the GDPR toolkit (all of which was available on Governor Hub):

- the GDPR implementation plan;
- the role profile for the DPO - approved by NCC Legal Services and Human Resources
- the role descriptor for the Senior Information Review Officer (SIRO) - line manager of the DPO (approved as above)
- that the information on the asset register had been completed and the data flow mapping was in progress to be submitted for approval at the finance and staffing meeting (22nd May 2018)
- the privacy notice for St Giles School

Governors **DISCUSSED** and **NOTED** the report. It was;

resolved

that:

- the GDPR implementation plan
- role profile of DPO and SIRO

be approved without amendment and that:

- the appointment of the AHT EYFS & Primary as Data Protection Officer (DPO) be approved
- privacy notice be approved subject to suggested amendments re. hyperlinks.

GB/57/18 Correspondence

None

GB/58/18 Any Other Business

The chair and vice chair confirmed that both would be unavailable during the week beginning 18th May 2018 to half-term. In the event of an urgent response being

required, Mr Massarella agreed he would be prepared to become acting chair for that period.

In the circumstances, it was proposed by Mrs Foster, seconded by Mr Levy and unanimously agreed by governors that Mr Massarella be acting chair from the week beginning 18th May to half-term.

GB/59/18 Confirmation of dates for future meetings

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

GB/60/18 Determination of confidentiality of business

It was

resolved

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

- Finance and Staffing Committee minutes (25 April 2018)
- Headteachers Report
- EIA General Activity Report
- LAC Report

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

The meeting closed at 6.15pm.

Signed C. Levy (Chair) Date 7-6-18