

# MINUTES OF MEETING

**School:** St Giles Special School  
**Meeting title:** First autumn term meeting of the IEB  
**Date and time:** Thursday 27 September 2018 at 1.30pm  
**Location:** At the school

SCHOOL DISPLAY

## Membership

'A' denotes absence

Mr C Levy (chair)  
Mrs A Allsop  
Mr A Connor  
Mrs L Foster (vice-chair)  
Mr W Iliffe  
A Mr S Massarella JP  
Mr C Savage  
Mrs D Chambers (executive headteacher)

**In attendance** Miss J Littlewood (clerk to governors)

## GB/85/18 Apologies for absence Action

Apologies for absence were received from Mr S Massarella (illness).

It was

### resolved

that the Interim Executive Board (IEB) consented to this absence.

The chair also informed governors that Mr Savage would be arriving late.

## GB/86/18 Declaration of interest

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

Mrs Chambers declared an interest in item 7d).

There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

Governors' business interest forms were reviewed and it was agreed that updated business interest and declaration of eligibility forms were to be read, reviewed and signed at the next meeting for incorporation into the register of business interests for 2018/19.

Clerk

Governors **AGREED** that the meeting was to be adjourned for one hour (3.30pm – 4.30pm) to accommodate a JCNC meeting which all governors wished to attend.

**GB/87/18 Review of membership**

Governors **RECEIVED** and **NOTED** the IEB membership list which had been previously circulated.

The chair informed governors of the resignation of Mr Rooney following his secondment to St Giles as an associate head of school. The chair had responded on behalf of the IEB with thanks and appreciation.

Governors **DISCUSSED** interim arrangements until a new IEB member could be appointed and it was

**resolved**

that Mr Savage would become the safeguarding link, covering health and safety and behaviour in the interim.

The chair advised governors that there was interest in the vacancy and he had arranged a meeting with a prospective IEB member for Monday 1<sup>st</sup> October at the school. He outlined the skills and expertise of the person and the wealth of experience that could be brought to the IEB. Governors **NOTED** and **DISCUSSED** the information provided by the chair and it was

**resolved**

to invite the person to join the IEB, should the meeting on Monday be successful, with a view to appointing them to the board.

**GB/88/18 Approval of minutes from the summer term meetings of 7th June and 5th July**

The minutes of the summer term meeting held on 7<sup>th</sup> June 2018 and 5<sup>th</sup> July 2018 having been previously circulated were confirmed and signed by the chair.

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

*GB/64/18 – Approval of minutes of meeting held on 10 May 2018*

*GB/45/18 – RSC team and discussions*

“... the CIF emergency bid ....” should read “...the SSIF emergency bid ...”

*GB/46/18 – Approval of minutes of meeting held on 19th April*

Two IEB members still needed to submit DBS information to the school verifier.

**All to note**

*GB/75/18 – Headteachers' Report*

*Receptionist*

**Q Governors asked if the receptionist post had been advertised and appointed.**

**A.** The executive headteacher explained she was unaware of any new appointments in the admin team and confirmed that agency supply staff were still in place. She would speak to the associate head of school who was leading on admin. The chair agreed to contact Mr Massarella for further information.

**Exec Head  
/Chair**

**Receipt of minutes and approval of policies from committees and working parties**

Action

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

- finance and staffing committee (20 June 2018);
- finance and staffing committee (18 July 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:

F&S/24/18 Administration review

**Q. Governors asked whether the school were now doing a better job with the timing of RtW meetings.**

**A.** The executive headteacher confirmed that in the first couple of weeks, the RtW meetings were happening immediately though she would need to check with the assistant headteachers that this was still the case. Governors requested this information be reported back to the next finance and staffing committee meeting on 2<sup>nd</sup> October 2018.

Exec Head

F&S/25/18 Minutes of the last meeting

F&S/05/18 Staffing paper - staff communication meeting

Mr Connor and the vice chair confirmed that the meeting had not been held though they did share the following information with staff at a staff briefing in July:

- the potential budget deficit;
- that classes were overstaffed;
- pupil numbers needed to increase.

F&S/43/18 Administration team review

Reception post update

**Q. Governors queried whether the amended Grade 2 (G2) job description had been submitted to the 'job evaluation unit' at county hall?**

**A.** The chair of the finance and staffing (F&S) committee confirmed that nothing had been received for consideration and the committee would need to approve the final version. The executive headteacher was able to obtain the job description for consideration and approval under item 7 – **GB/91/18**.

SBM role and job description

Governors **AGREED** that this needed further discussion at the F&S committee.

Clerk

F&S/47/18 Payments to IEB members

The vice chair confirmed this was in hand.

After discussion, it was **AGREED** that;

- the health and safety review be updated for review at the next IEB meeting
- the safeguarding review be discussed at the link governor meeting and feedback given at the next IEB;
- the partnership headteacher (JSB) to follow up the actions/ recommendations from the service change meeting
- the most up-to-date versions of the following policies be submitted to the next IEB meeting for approval:

Clerk

CS

Clerk

- hydrotherapy policy
- administration of medicines
- first aid policy

**GB/90/18 Approval of delegated decision planner**

The executive headteacher agreed to populate the decision planner for approval at the next meeting. **Exec Head**

The clerk agreed to email the planner to the executive headteacher.

**Clerk**

**GB/91/18 Staffing Update**

*Leadership from September 2018*

The executive headteacher confirmed that a series of letters had been issued to parents which explained the new structure, who to contact, roles and responsibilities and the last letter had invited parents to a meeting. IEB members **AGREED** to attend the meeting. **All to note**

The vice chair outlined the executive headteacher appointment process and the appointment for 45 days per term, to be reviewed at the end of term, confirmed in August. The vice chair explained that the IEB needed to approve this.

Governors **DISCUSSED** the process and terms of appointment and it was **resolved**

to approve the appointment of the executive headteacher.

Governors **DISCUSSED** the new structure – **see confidential item**

*Appointments*

*TLR posts*

The vice chair drew governors' attention to the TLR posts. The executive headteacher highlighted the following:

- TLR adverts were complete – the content was shared with the IEB;
- deadline for applications and process for recruitment/interview;
- advantages of appointing an early years' specialist for TLR2 – governors **DISCUSSED** the possibilities.

Governors **AGREED** to advertise one TLR post (temporary until Christmas)

Governors **REQUESTED** a support staff restructure

**Exec Head**

*Senior HealthCare Assistant*

The executive headteacher requested an exemplar advert for the post. The vice chair advised that the associate head of school could source the exemplar.

*Mrs Chambers left the room*

**Confirmation of pay grade for exec head and head of school – see confidential item**

*Mrs Chambers returned to the room*

*The meeting adjourned for one hour (3.30pm – 4.30pm)  
Mr Savage joined the meeting at 4.00pm*

## GB/92/18 Improvement plan and diary

Governors agreed to hear the information on a week by week basis. The executive head teacher presented her report and drew governors' attention to the following:

- all TA's were now working their hours;
- lunchtime was only 30 minutes but MDSA's will improve that;
- AHT's - when in teaching in class, get a lunch break. Idea was that everyone got a lunchbreak.

### Week 1

- tremendous amount achieved;
- clear list of delegation created;
- safeguarding audit completed – actions needed to be taken;
- DSL needed to be upskilled;
- very few cases that required referral;
- support plans in place for staff where necessary.

### Week 2 – executive headteacher out of school

### Week 3

- behaviour challenges identified by staff would not be issues within mainstream education;
- the issues for staff to address was consistency of response and negativity when dealing with some children;
- expectations that staff dealt with behaviour issues in their classes;
- a new form for documenting AHT 'call outs' was created to inform training. The number of calls reduced;
- no exclusions - difficult for some staff to accept;
- meetings with parents (members of IEB attended) were very positive;
- a parent partnership plan was in development;
- identified that the SEF needed work.

The executive headteacher confirmed that this week:

- an SCR audit had taken place and points for development were identified;
- prohibition from teaching checks for level 5 TA's had been completed;
- a very positive union representative meeting (NEU) had taken place;
- attendance and punctuality of pupils and staff was to be reviewed for presentation at the next IEB meeting;
- more clarity and guidance given on feedback re teaching and learning observations;
- there was a drive for consistency with the format of behaviour plans;
- SLT were on a rota system between the 2 offices – if on protected time staff worked upstairs, 'on-call' housed downstairs, with the eventual aim to dispense with the 'on-call' system due to issues with the use of the radios;
- 'free' school dinners for TA's had been removed with a saving of £8433 for the school;
- timetables had been completed;
- a website compliance check was initiated.

*Quality of Provision*

The executive headteacher reported that there were some strengths identified and the focus had been on learning (to be uploaded onto Governor Hub). Observations had been carried out. There were areas to be addressed such as:

Exec Head

- level of challenge and limited expectations;
- tailoring work to meet individual needs of pupils;
- task driven learning;
- better use of support staff;
- accurate understanding of what learning was;
- weak subject knowledge;
- ineffective group work;
- ineffective and inaccurate use of symbols;
- use of negative language;
- greater opportunities for independent and peer work limited.

She also identified points for development for school leaders including:

- accuracy of language
- clarity on points for development/avoiding contradictions;
- being in control of feedback meeting.

*Appraisal Cycle*

The executive headteacher explained that she had created a document for appraisal, in line with NCC policy and collaborated with the partnership headteacher (MB) to adapt for a special school. This was to be uploaded onto Governor Hub. The executive headteacher also confirmed that she would lead every teachers' initial meeting and the appraiser would also be present. The process would begin with the SLT.

Exec Head

*School Improvement Plan (SIP)*

The executive headteacher explained that the school improvement plan was sent to her by the associate headteacher (RR) with the intention of tweaking and making a working document. The executive headteacher confirmed that she had taken feedback from the partnership headteacher (MB), the report to the IEB, feedback from teaching and learning document, and the SIP to formulate next steps for the school.

She outlined 4 key areas:

- leadership and management at all levels was effective and embedded;
- safeguarding systems and practices robust;
- behaviour management practices effective and secure success for pupils;
- all pupils learn effectively.

**Q. Governors enquired that as link governors, how and who do they talk to about their role within each strand?**

**A.** The executive headteacher explained that within each strand there were different people leading on different aspects, so the best route would be to arrange a meeting with the overall lead for each key area who would then ensure the 'team' of staff responsible for the key area was available for discussion and questions.

		<b>Action</b>
	The executive headteacher undertook to upload all documents onto Governor Hub for questions to be raised at the next meeting.	<b>Exec Head</b>
	Governors thanked the executive headteacher for her report.	
<b>GB/93/18</b>	<b>Financial reporting</b>	
	<i>Schools Financial Value Standard (SFVS)</i> Mr Connor confirmed that deadline for completion of the SFVS was 31 <sup>st</sup> March 2019. It was <b>AGREED</b> that the majority be completed by Mr Connor and Mr Iliffe with input from school staff as appropriate.	<b>AC/WI</b>
	<i>Year-end re-forecast</i> Governors <b>AGREED</b> this item be deferred to the finance and staffing committee on Tuesday 2 <sup>nd</sup> October 2018.	<b>Clerk</b>
<b>GB/94/18</b>	<b>Headteacher's Report</b> – see item <b>GB/92/18</b>	
<b>GB/95/18</b>	<b>Academy update</b>	
	The chair informed governors that SET due diligence was scheduled for Monday and Tuesday 8 <sup>th</sup> and 9 <sup>th</sup> October 2018.	
	A timetable for the day had been requested from SET.	
<b>GB/96/18</b>	<b>Update on appraisal process for headteacher and staff</b>	
	Governors <b>AGREED</b> to defer this item to the next IEB meeting	<b>Clerk</b>
<b>GB/97/18</b>	<b>Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff.</b>	
	This was discussed under item <b>GB/92/18</b>	
	Mrs Allsop <b>AGREED</b> to populate the updated appraisal policy and send the executive headteacher. The executive headteacher agreed to ensure that job descriptions were correct before appraisal process began.	<b>AA/ Exec Head</b>
<b>GB/98/18</b>	<b>Safeguarding information for consideration and action</b>	
	The executive headteacher and safeguarding link agreed to meet so that the safeguarding audit could be completed, formally signed off at the next IEB meeting and returned to the LA by the required deadline.	<b>Exec Head /CS</b>
<b>GB/99/18</b>	<b>Receive report from Data Protection Officer and Information Governance governor</b>	
	The vice chair explained that there were some concerns around data protection and the fact that the link governor had not been able to monitor anything such as the information asset and data flow mapping register as nothing had been available on the system in the summer and the SBM had left on maternity leave. The executive headteacher advised governors that there was a 'keeping in touch'(KIT) day scheduled where this could be discussed. The vice chair agreed to	<b>LF</b>

Speak to the associate head of school (who managed the meetings) to request that she be able to attend the next KIT day.

**GB/100/18 Communication**

*From chair*

The chair updated governors on the approach from the DfE regarding the future of the IEB. The NCC formally requested an extension for the IEB to operate and this was granted.

*From headteacher*

None received but the executive headteacher reminded governors that the new leadership structure would need communicating to parents and the ideal opportunity was at the parents evening on 3<sup>rd</sup> October 2018.

Governors **DISCUSSED** the opportunity and **AGREED** the wording of the communication to parents at parents evening and the issuing of a follow up letter.

**GB/101/18 Written confirmation from fire officer following inspection**

The executive headteacher agreed to contact the associate head of school as lead for health and safety, to pursue the written confirmation.

**Exec Head**

**GB/102/18 Any other business**

A governor raised the issue of visits and the school visits policy given the new key areas and links. Following discussion, it was **AGREED** that:

- Mrs Allsop would email the Governor Visits Policy to the executive headteacher;
- the executive headteacher would agree evaluative questions for the visit forms; and
- the clerk would ensure that 'governor visits' and governor impact' were added to future IEB agendas.

**AA**

**Exec Head**

**Clerk**

**Q Governors asked if there was a calendar of events?**

**A.** The executive headteacher informed governors that there was a planner available up to October half term which she would forward to the IEB

The chair of finance and staffing committee alerted everyone that the guidance from HR on the teachers' pay award had been sent to schools

**see confidential item.**

**GB/103/18 Confirmation of dates for 2018/19**

The interim executive board

**agreed**

Thursday, 18 October 2018 at 1.30pm

Thursday, 15 November 2018 at 1.30pm

Thursday, 13 December 2018 at 1.30pm



**GB/104/18 Determination of confidentiality of business**

It was

**resolved**

that there were 3 confidential items and that the:

- governing body membership list;
- confidential sections of the:
  - improvement plan
  - headteacher's report; and
  - confidential sections of committee minutes

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

**The meeting closed at 5.40pm.**

Signed ..... *C Henry* .....(chair)      Date *18-10-18* .....

