



**School:** St Giles Special School  
**Meeting title:** Second autumn term meeting of the IEB  
**Date and time:** Thursday 18 October 2018 at 1.30pm  
**Location:** At the school

## SCHOOL DISPLAY

### Membership

'A' denotes absence

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

### In attendance

Miss J Littlewood (clerk to governors)  
Mr S Cutforth (prospective co-opted member)

### GB/105/18 Apologies for absence

### Action

Apologies for absence were received from Mrs L Foster (holiday).

It was

#### resolved

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

Governors were informed that the chair was delayed and it was **AGREED** that Mr Massarella act as chair until his arrival.

### GB/106/18 Declaration of interest

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'.

Mr Massarella declared a pecuniary interest because he was now a Trustee of the Greenwood Academies Trust.

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

Governors' updated business interest and declaration of eligibility forms were read and signed for incorporation into the register of business interests for 2018/19.

### GB/107/18 Review of membership

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

Governors **NOTED** and **DISCUSSED** the information provided by the chair regarding the prospective new co-opted member; the skills and expertise of the person and the wealth of experience that could be brought to the IEB. The chair confirmed the meeting in school had taken place. It was

**resolved**

to **APPROVE** the appointment of Mr S Cutforth as a co-opted member.

*Mr Cutforth joined the meeting*

Governors welcomed Mr Cutforth to the IEB. The chair invited governors to introduce themselves, their roles and responsibilities.

**GB/108/18 Approval of minutes from the first autumn term meetings of 27 September 2018**

The minutes of the first autumn term meeting held on 27<sup>th</sup> September 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 and completed, subject to the following updates:

*GB/89/18 – Receipt of minutes and approval of policies from committees and working parties*

Governors **AGREED** that the updated health and safety review and the first aid policy be deferred to the next IEB meeting for consideration and/or approval.

**Exec Head  
/Clerk**

*GB/91/18 Staffing update*

The executive headteacher explained that a support staff review was not possible until the re-moderation of the level of need for the children. The head of school and partnership headteacher (JSB) were tasked to investigate provision of TA's and how this married with the needs of pupils. A new picture of TA need from a supply perspective was to be presented at the next IEB meeting.

**Exec Head  
/Clerk**

*GB/92/18 Improvement plan and diary*

*Quality of provision*

The executive headteacher confirmed that all appraisal targets had been set. She also informed governors that it had been collectively agreed with the staff and herself that the wording of the third objective for every teacher was to be delayed until the Minster training which, it was hoped, would enable staff to formulate a subject leadership task/project.

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

The executive headteacher explained that the fire officer had responded with the message that 'a report was only written if there were negative comments'. There was no other communication forthcoming from the fire service, consequently governors **AGREED** that the school should keep the email message on file as evidence that the fire inspection had taken place.

**Exec Head  
/MR**

*Mr Levy entered the room*

*Mr Massarella handed the role of chair to Mr Levy*

**GB/109/18 Receipt of minutes and approval of policies from committees and working parties**

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

- finance and staffing committee (2 October 2018)

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/56/18 Approval of minutes from the last meeting*

*PCA confirmation of hours*

The executive headteacher reported that this work still needed to be finalised and PCA timetables collated to confirm hours. Governors **AGREED** that the IEB needed to email the lead PCA to request the timetables of all PCA's by end of the week.

AC

The executive headteacher advised governors that PCA's were to attend the next inset day re 'what good teaching and learning looks like'.

*F&S/57/18 Discussion/approval of pay award*

The chair of the finance and staffing committee advised governors that this decision had been deferred until the LA had received more information from the DfE.

*F&S/61/18 Update on Academy Conversion*

The chair of finance and staffing committee confirmed that the SET due diligence had taken place with an update to be given at the next IEB meeting in November. Governors **DISCUSSED** possible future developments and the chair of the IEB also alerted governors to the continued interest of DALP.

*F&S/65/18 Policy reviews*

The chair of the finance and staffing committee verified that he still needed to receive a copy of the finance policy from the school in order to check it before discussion and approval.

AC

**GB/110/18 Approval of delegated decision planner**

The executive headteacher presented the previously circulated decision planner for approval.

Governors **RECEIVED**, **NOTED** and **APPROVED** the decision planner.

**GB/111/18 Headteachers' report**

The executive headteacher presented her report and drew governors' attention to the following:

- the whole school appraisal target of "ensuring accurate assessments supported an exciting and appropriate curriculum in order for pupils to make accelerated progress" which fed into the school improvement plan;
- the linked success criteria;
- 2 x TA G5 to lead on behaviour, attend incidents and provide cover;
- union meetings were more productive – cover was to be provided for one representative per union only;

- pupil progress data was currently not fit for purpose therefore teachers had been asked to baseline assess their pupils/students in preparation for moderation;
- training for baseline assessment had been provided;
- pupil premium strategy was to be re-written to ensure effectiveness of support to learners;
- use of correct pupil attendance codes to be addressed and monitored;
- attendance target to be 96%, in line with all other schools;
- staff attendance – **see confidential item**
- safeguarding – 19 yellow forms to date – each one signed off by head of school or executive headteacher;
- random checks of safeguarding files to take place to ensure accuracy of recording;
- SIP had become weekly part of the SLT team meeting – ticked and RAG'd as actions completed;
- latest version of SIP to be uploaded to Governor Hub;
- parent partnership meeting had taken place with a number of items to be raised at IEB for clarity:
  - minutes of meetings – available on website;
  - EHCP's and annual review procedure – the IEB did not see any reason why parents could not have a copy of the draft EHCP as long as it was made clear it was a draft version, perhaps with a watermark.
- individual pupil targets reviewed and a planning analysis had taken place;
- following union request, the monitoring and evaluation booklet was to be presented to the curriculum working party;
- after communication with Minster to ensure specialist provision was in the plan to be delivered, the start of the programme had been delayed by a couple of weeks;
- staffing and contractual changes – **see confidential item**;
- final staffing structure almost complete – updated copy to be emailed to the IEB;
- 20 staff were to be trained in the administration of medicines to pupils in line with the administration of medicines policy.

Exec Head

Exec Head

The executive headteacher raised a query from the JCNC for clarification re. the TLR posts not being advertised as expected. Governors **DISCUSSED** the query and it was confirmed that the decision had been that the 2 x TLR posts remained in the permanent leadership structure but it was decided one would be advertised as a temporary contract at that time.

Governors **DISCUSSED** and **APPROVED**:

- the whole school appraisal target;
  - “to ensure that accurate assessments support an exciting and appropriate curriculum in order for pupils to make accelerated progress”;
- the attendance target of 96%;
- the School Improvement Plan.

**Q. Governors enquired whether it would be useful for PP governor to visit now or delay until after the PP strategy re-write.**

**A.** The executive headteacher believed it would be very useful for the visit to go ahead and for the governor to ask questions of staff to help move the strategy forward.

**Q. Governors questioned if admin staff were fully cognisant of coding mechanisms for attendance**

**A.** The executive headteacher agreed there was a need to ensure all admin staff were upskilled on coding.

**Q. Governors queried how often is SIP monitored?**

**A.** The executive headteacher informed governors that the SIP was monitored weekly because it had to be.

Governors **AGREED** the presentation of the pupil premium strategy be deferred until next meeting (15 November 2018).

**Exec  
Head/MR**

**GB/112/18 Update on appraisal process for headteacher and staff**

The executive headteacher confirmed that Mrs P Somerset had been appointed as the external appraiser. **Exec Head**

Governors **DISCUSSED** the appointment of appraisal governors and it was **resolved**

that Mr Massarella and Mrs Allsop be confirmed as the headteacher appraisal governors.

Mr Levy was appointed as QA governor for the appraisal process and Mr Savage as appeal governor.

**GB/113/18 Receive headteachers' annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff**

Governors confirmed the Appraisal policy was **ADOPTED** and **APPROVED** and in line with recommended changes from HR.

The executive headteacher confirmed that:

- all staff appraisal targets had been set except the final one for middle leaders which would be set after the Minster training (see item **GB/108/18**)
- sign off of all targets would be completed by 16<sup>th</sup> November 2018.

**Q. Governors asked who was appraising the TA's and PCA's?**

**A.** The executive headteacher informed governors that NCC policy was, that this was not statutory so, as there were so many TA's and PCA's, appraisal had been offered to those who wanted to do it this year – 4 or 5 had responded and the head of school was to lead on this process. The support staff were to have 2 targets; - the whole school one and one about personal development.

**Q. Governors queried whether there was a policy for support staff appraisal?**

**A.** The executive headteacher confirmed that there was not and this had been explained to the support staff.

**GB/114/18 Information from the Corporate Director for consideration and action***Teachers Pay Awards September 2018 and other HR updates*

The clerk provided a summary of the content of the report and governors were asked to note the advice provided on the major issues:

- the September 2018 pay award for teachers which was not, at the time of writing the update/report, confirmed by the Department for Education (DfE);
- updates to Safer Working Documents particularly some key changes from KCSiE 2018 which included the Section 128 Direction Check under the Education and Skills Act 2008;
- important changes to the Childcare Disqualification Arrangements;
- supply staff employment relationships.

*School Swimming – A Guide to procuring school swimming and swimming events*

The clerk provided a summary of the content of the report which highlighted:

- the key considerations and actions that governors must ensure were undertaken when procuring school swimming and swimming events external to provision from the NCC School Swimming Service;
- those actions that were required in relation to the industry guidelines, health and safety and insurance. It was essential that these were addressed to both comply with corporate policy and legislative requirements.

**GB/115/18 Safeguarding**

The executive headteacher and safeguarding governor confirmed that a safeguarding link visit had taken place using the termly SIP monitoring and evaluation questions.

The safeguarding governor briefed everyone re. the visit and drew governors attention to the new forms which enabled consideration and discussion of/around:

- context;
- success criteria in relation to SIP;
- impact against success criteria;
- the learning moving forward.

Governors **AGREED** to look at the new form and reflect upon how it could be adapted for their link monitoring and evaluation visits.

**All to note**

The executive head teacher confirmed that the head of school was to attend DSL training during half-term.

**GB/116/18 Receive report from Data Protection Officer and Information Governance governor**

Governors **AGREED** to defer this item to the next IEB meeting

**Clerk****GB/117/18 Communication***From chair*

The chair alerted governors to the following:

- the issue of the evaluation of progress against recommendations from the LA reviews. Governors **DISCUSSED** the issue and it was

**resolved**

that the IEB in their professional capacity would take responsibility to ensure progress was ongoing against the reviews this term during/alongside their monitoring and evaluation visits;

- a follow-up letter from Ofsted;
- some parents had written to inform the school that the responses to the queries raised at the initial parents event (Feb 2018) had not been received. Mr Iliffe had indicated he was willing to meet with those parents who had written in. Mrs Allsop also agreed to attend the meetings. The IEB confirmed the meetings would be minuted.

WI/AA

*From the headteacher – see confidential item*

**GB/118/18 Approval of policies**

After discussion, the following policies were **RECEIVED, NOTED** and **APPROVED** by the IEB;

- hydrotherapy policy – subject to update of ratios;
- administration of medicines;
- appraisal policy.

Governors **AGREED** that the updated health and safety review and the first aid policy be deferred to the next IEB meeting for consideration and/or approval.

Clerk

**GB/119/18 Governor monitoring visits**

Governors **AGREED** the following visits to take place before Christmas:

- Mr Savage – behaviour;
- Mrs Allsop – teaching and learning, groups;
- Mr Cutforth – health and safety, communication for pupils

The executive headteacher advised governors to contact their link people/staff to arrange their visit.

The executive headteacher **AGREED** to email the visit forms to governors.

Exec Head

**GB/120/18 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Governors identified impact through:

- arrangement of governor visits;
- consideration/discussion/questions regarding SIP priorities, pupil premium and governor links;
- discussion and questions relating to safeguarding, finance and staffing;
- consideration/discussion and questions regarding headteacher appraisal;
- discussion and questions relating to possible academisation;
- consideration of policies

Accountability continued to be evidenced in all governing body and committee meetings through regular review of actions, question and investigation.

**GB/121/18 Confirmation of dates for 2018 and 2019**

Thursday, 15 November 2018 at 1.30pm  
Thursday, 13 December 2018 at 1.30pm  
Thursday, 24 January 2019 at 1.30pm  
Thursday, 14 February 2019 at 1.30pm  
Thursday, 14 March 2019 at 1.30pm  
Thursday, 4 April 2019 at 1.30pm  
Thursday, 2 May 2019 at 1.30pm  
Thursday, 23 May 2019 at 1.30pm  
Thursday, 13 June 2019 at 1.30pm  
Thursday, 8 July 2019 at 1.30pm

**GB/122/18 Determination of confidentiality of business**

It was

**resolved**

that there were 3 confidential items and that the confidential sections of the:

- o headteacher's report; and
- o confidential sections of committee minutes

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

**The meeting closed at 4.30pm.**

Signed L Fyler.....(chair)      Date 15/11/18.....