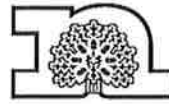


MINUTES OF MEETING



**Nottinghamshire
County Council**

School: St Giles Special School
Meeting title: Fourth autumn term meeting of the IEB
Date and time: Thursday 13 December 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)
A Mr W Iliffe
A Mr S Massarella JP
Mr C Savage
A Mr S Cutforth
Mrs D Chambers (executive headteacher)

In attendance Miss J Littlewood (clerk to governors)

GB/140/18 Apologies for absence

Action

Apologies for absence were received from:

- Mr Iliffe (holiday);
- Mr Massarella (medical);
- Mr Cutforth (personal).

It was

resolved

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

Governors were informed that the chair was delayed and it was **AGREED** that the vice chair lead the meeting until his arrival.

GB/141/18 Declaration of interest

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

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

GB/142/18 Review of membership

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

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		Action
GB/143/18	<p data-bbox="268 129 1308 203">Approval of minutes from the third autumn term meetings of 15 November 2018</p> <p data-bbox="268 241 1308 315">The minutes of the third autumn term meeting held on 15th November 2018 having been previously circulated were confirmed and signed by the chair.</p> <p data-bbox="268 349 1308 423">Actions in the minutes were reviewed. It was noted that they had been undertaken and completed, subject to the following updates:</p> <p data-bbox="268 456 1308 530"><i>GB/126/18 Approval of minutes from the second autumn term meetings of 18 October 2018</i></p> <p data-bbox="268 542 1308 577"><i>GB/91/18 Staffing update</i></p> <p data-bbox="268 589 1308 797">The executive headteacher presented the structure chart and overview of strands submitted at the finance and staffing meeting (6 Dec 2018), which showed a complete overview of all staff in all classes, appraisal leadership lines, line management and key responsibility lines. The new PPA timetable showed the school had been running overstuffed. All documents to be uploaded onto Governor Hub</p> <p data-bbox="268 831 1308 904">Q. Governors asked what the ‘free’ members of staff, highlighted in the new overview of PPA cover, equated to in terms of posts</p> <p data-bbox="268 916 1308 990">A. The executive headteacher confirmed this was equivalent to 1 full-time equivalent (fte) which was currently filled with supply.</p> <p data-bbox="268 1023 1308 1097">Q. Governors queried whether the staffing structure had to be on the website?</p> <p data-bbox="268 1108 1308 1205">A. The executive headteacher clarified that it did not, there just needed to be clarity on best value i.e. the right number of staff in school to meet the needs of the children on roll.</p> <p data-bbox="268 1238 1308 1274"><i>GB/101/18 Written confirmation from fire officer following inspection</i></p> <p data-bbox="268 1285 1308 1547">The executive headteacher explained that following an unannounced 2-day health and safety audit, the fire officer email was now no longer required. There were points for development from the audit which were being actioned. The head of school had circulated the recommendations to health and safety union reps for comment and they were then to be circulated to the wider union representatives. The action plan from the health and safety audit to be submitted to the finance and staffing committee meeting in February.</p> <p data-bbox="268 1581 1308 1655"><i>GB/127/18 Receipt of minutes and approval of policies from committees and working parties</i></p> <p data-bbox="268 1666 1308 1883">The executive headteacher informed governors that the MOG meeting had taken place and that the £5k application for the financial audit must go ahead to safeguard the Minster ESFA bid. She had AGREED to complete the rest of the application. A full audit would then be conducted by another headteacher. Mr Connor AGREED to send the finance section to the executive headteacher next week.</p> <p data-bbox="268 1917 1308 2024">Mr Connor AGREED to speak to the head of school re. pupil numbers, to model the budget for the school if they had the extra pupils. The modelling to be presented to the February IEB meeting.</p>	<p data-bbox="1390 712 1546 748">Exec Head</p> <p data-bbox="1390 1458 1546 1554">Exec Head/MR/ Clerk</p> <p data-bbox="1390 1760 1546 1834">Exec Head AC</p> <p data-bbox="1390 1928 1546 1964">AC/MR</p> <p data-bbox="1433 2011 1497 2063">cl</p>

Governors **DISCUSSED** the options to increase pupil numbers and any modelling should reflect this – **see confidential item.**

GB/133/18/ Communication

Executive headteacher

The executive headteacher reported that the S.A.L.T i-pad had been found.

GB/144/18 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 (6 December 2018);
- JCNC (6 November 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/84/18 Approval of minutes of the last meeting

*Financial review - ESFA bid – see item **GB/142/18** above.*

Approval of pay award

The chair of the finance and staffing committee **CONFIRMED** that governors **APPROVED** the application of the pay award across all points of the respective pay ranges.

All to note

Post 16 activities

Q. Governors asked how the review was to be conducted?

A. The executive headteacher explained that the head of school had begun the process and was pulling information together with the help of the assistant headteacher.

Q. Governor questioned whether anyone had looked at the Gatsby benchmarks – a requirement for careers?

A. The executive headteacher confirmed that the assistant headteacher was using these and the review would look at what was on offer compared to/against the benchmarks which would identify any gaps.

Q. Governor queried whether a visit to another provider would be beneficial

A. The vice chair informed governors that Carlton Digby had started a group which looked at 'pathways to adulthood' and had tried to invite all special school to take part. She suggested it might prove fruitful/beneficial for St Giles to consider getting involved. The executive headteacher agreed to pass the information on.

Exec Head

F&S/85/18 Staffing issues – see confidential item

F&S/88/18 Budget update and staffing structure 2018/19

Staff Absence Report/Supply Cover Report for this term so far

Governors **AGREED** for these items to be deferred to the IEB meeting in January.

**All to note
/Clerk**

F&S/92/18 Policy reviews

The executive headteacher reported that she had asked for the 5/6 days of the Minster project work to include the creation of a 'bank' of masters e.g. for policies, reference requests, etc and this was to be addressed with the SBM.

JCNC

The executive headteacher shared with governors that these meetings had now been agreed as half-termly and there were no new matters arising.

GB/145/18 Headteachers' report

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

- the new format report, with four different frameworks for the monthly reports to the IEB each coded with a different colour;
- significant progress in the management of behaviour with a consistent response to behaviour and a positive approach;
- leadership and management review – assessment was still an issue due to the need for evidence;
- governance section – governors **AGREED** for vice-chair and executive headteacher to look at the section together and RAG rate with the help of the EIA;
- teaching and learning – audit staff skills, expertise and confidence levels in:
 - the use of augmentative and alternative communication systems to remove barriers to learning;
 - planning and delivering differentiated learning opportunities for the range of needs in the classroom;
 was still to take place possibly after the Minster support was in place;
- communication and curriculum – leadership to be strengthened;
- devolved formula capital bid on an ICT project
- plan to cross reference REDs with SIP;
- safeguarding – nearly all green, with ambers to be converted on the return of the SBM;
- PCA review – part of the new school improvement plan was action for PCA's to take more of a profile;
- safeguarding and child protection referrals had improved with further adjustments to be made including the provision of a 'professional view' within the referral;
- Y7 catch-up premium strategy was to be submitted to the next IEB meeting in January;
- work scrutinies of teaching and learning;
- the proposal, jointly reached with ideas from parents, pupils and staff, for a new school vision based on the school motto 'no dreams are out of reach'

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Exec Head

Exec Head
/Clerk

Governors **CONSIDERED** the proposal and **APPROVED** the new school vision for uploading onto the website.

Data Analysis Report

The executive headteacher shared the report with governors and highlighted that the following had provided a baseline:

- that this was a profile of who was in each class
- showed year groups, needs (pre-formal, formal, semi-formal), primary need, pupil premium;
- number of children at each of the P-levels.

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Q. Governors asked, given the data from the analysis, was the school now ready for 'switch-on' reading?

A. The executive headteacher advised that around February the school would be ready for early reading support.

The executive headteacher also proposed that in the Spring term the school invited reading, writing and maths specialists in to work with staff on moderation to ensure assessments were accurate.

Observations of learning

The executive headteacher informed governors that the observations had demonstrated a lot of positives/strengths and highlighted areas for development. There was a palpable improvement since the last observations of learning. The next step was to ensure that this continued throughout the school day.

Mr Levy joined the meeting (3.15pm).

The vice-chair handed over position of chair to Mr Levy.

GB/146/18 School improvement plan

The executive headteacher presented the RAG rated SIP and highlighted the following:

- a lot of greens, any ambers to be passed over to the new spring term plan;
- the school website was not quite ready however the deadline was the end of term and responsibility was to be passed to the SBM upon her return;
- the breakdown of the overviews started on page 4 with success criteria and actions for impact;
- the coaching and CPD for AHTs and TLR's was to be more defined;
- a little more work was to be completed on recruitment – school pro-forma for references was needed, issues with agency references, etc;
- staff voice – contributions made to behaviour management for example;
- the SIP had done what it should, had been the agenda for SLT meetings and was holding people to account.

SEF

The executive headteacher shared the SEF and drew governors' attention to the following:

- the SEF assessed very well, where the school was at the beginning of the half term
- was to be reviewed in early January 2019.

Q. Governors asked what area provided most concern?

A. The executive headteacher clarified that this was sustainability of leadership – the school were not yet ready to be left.

GB/147/18 TA review – structure

The executive headteacher reminded governors that this had been discussed under item **GB/142/18** and **F&S/84/18**

All to note

GB/148/18 Safeguarding

The executive headteacher and safeguarding governor confirmed that:

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Action

- safeguarding information in the headteachers report sent to SCiEO to 'close the circle';
- the annual safeguarding self-audit had been completed in conjunction with the DSL – a couple of minor action points emerged re whistleblowing and managing allegations policies which were to be actioned and brought to IEB meeting in January;
- the head of school was to lead on managing allegations against staff and the assistant headteacher (AS) was to lead on CME (children missing education). The chair of the IEB was to access training on managing allegations when it was next available;
- the 'assurance of statutory safeguarding arrangements in Nottinghamshire schools, colleges and independent providers (FORM 1)' had been completed and signed ready for submission to the Safeguarding Children in Education Officer (SCiEO) before the December 2018 deadline;
- safeguarding policy and procedures were in place.

Exec Head
/Clerk

Chair

The executive headteacher informed governors that she had written to the LA to express concern re. the local authority DSL training that she had accessed.

GB/149/18 Receive report from Data Protection Officer (DPO) and Information Governance governor (IGG)

There was nothing to report from the DPO

The IGG reported that:

- privacy statements were on the website;
- GDPR training had been arranged for 17th December 2018 for an associate to take the school through the toolkit to ensure that the school knew what it had to do to be complaint;
- at the training, the school needed to agree policy completion timeline with the DPO and an action plan was available in the toolkit;
- monitoring visit to be conducted by IGG after timeline submitted to IEB;
- DPO training by the LA was available next term.

The executive headteacher **AGREED** to feedback to the IEB in January.

Exec Head

The IGG shared that the correct procedures had been followed re. a potential data breach reported from before the current management was in place. The investigation had taken place within the statutory timeline and outcomes of the investigation would be shared as part of the headteacher's report at the next meeting.

GB/150/18 Communication

Executive headteacher

The executive headteacher shared a letter of thanks received from St Clare's Special School, Derby who had visited to observe a primary PMLD session.

GB/151/18 Approval of policies

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

- ICT policy;

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- Information Governance policy (data protection policy);
- first aid policy;
- staff and volunteers acceptable use policy;
- supporting pupils with medical conditions policy;
- GDPR policy;
- finance policy – with agreed amendments.

GB/152/18 First Aid Update

The first aid policy had been found and approved under item **GB/151/18**

GB/153/18 Health and Safety Update

Governors **RECEIVED** and **NOTED** the action plan.

The executive headteacher confirmed:

- a 2-day unannounced health and safety audit had taken place, conducted by Engie on behalf of 'Transform Schools' – the owners of the building;
- the health and safety governor carried out a link visit.

GB/154/18 Leadership in 2019 – see confidential item

Mrs Allsop left the meeting at 3.55pm

GB/155/18 Governor monitoring visits

Governors **CONFIRMED** the following visits had taken place:

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

The executive headteacher reminded governors that the agreed format of evaluative questions needed to form basis of the link governor meeting. Governors **AGREED** to:

- contact the executive headteacher for the pro-forma; and
- following the link meeting, confirm the final content of the document before leaving the school.

GB/156/18 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:

- consideration and arrangement of governor link visits;
- consideration/discussion/questions regarding SIP priorities, SEF, data analysis and leadership arrangements;
- discussion and questions relating to finance, staffing and health and safety;
- consideration/discussion and questions regarding GDPR, safeguarding;
- 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.

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GB/157/18 Confirmation of dates for 2019

The governing body

agreed

- 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, 11 July 2019 at 1.30pm.

GB/158/18 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 4.05pm.

Signed C. Henry (chair) Date 24.1.19