



School: St Giles Special School
Meeting title: Third autumn term meeting of the IEB
Date and time: Thursday 15 November 2018 at 1.30pm
Location: At the school

DISFLY COPY

Membership

'A' denotes absence

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

In attendance Miss J Littlewood (clerk to governors)

GB/123/18 Apologies for absence **Action**

There were no apologies for absence.

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

GB/124/18 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.

GB/125/18 Review of membership

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

GB/126/18 Approval of minutes from the second autumn term meetings of 18 October 2018

The minutes of the second autumn term meeting held on 18th October 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:

Action

GB/108/18 Approval of minutes from the first autumn term meetings of 27 Sept '18
GB/91/18 Staffing update

The executive headteacher explained that the support staff review was almost complete and it appeared so far, that the school had the required staffing capacity but it may need adjustment to ensure the coverage was in the right areas. The next task was to improve PPA provision.

Q. Governors asked what the timeline was for completion?

A. The executive headteacher confirmed that she was hoping to run the complete, new system from January 2019 with the whole staffing structure ready for the IEB to consider, by the 13th December 2018 and an in-depth look at roles and responsibilities for the finance and staffing committee meeting in the New Year.

Exec Head
/Clerk

Q. Governors queried whether there would be any budget implications to this new structure?

A. The executive headteacher assured governors that the head of school had consulted with every class re. what was in place, what was needed and whether there was any surplus. The outcome was a slight re-working of hours and posts, given a vacancy opportunity - discussed and agreed at finance and staffing committee (8th November 2018) – which would not have an impact on the budget.

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

The executive headteacher explained that the head of school was still chasing the email and would update governors at the next meeting.

Exec Head
/MR

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

The update of the finance policy was still to be actioned. Governors **AGREED** to defer this item to the next finance and staffing committee meeting on 6th December 2018.

AC

GB/111/18 Headteacher's Report

The executive headteacher confirmed that the pupil premium strategy was to be uploaded to Governor Hub on Monday.

Governors **AGREED** that Mrs Allsopp (as teaching and learning link governor) would now monitor pupil premium.

AA

Mr Massarella **AGREED** to forward all relevant information as soon as possible.

SM

GB/115/18 Safeguarding

The executive headteacher explained that as governors had requested meetings, she had helped populate the forms in the first instance. She requested that governors create another box on the same form for any follow-on visits that took place – this would allow the creation of a 'running document'.

All to note

GB/127/18 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 (8 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/71/18 Approval of minutes from the last meeting

Receptionist post

The executive headteacher had **AGREED** to contact Minster re. additional support requirements.

Exec Head

F&S/72/18 Approval of pay award

The chair of the finance and staffing committee advised governors that the committee had approved in principle, the application of the pay award across all points of the respective pay ranges. The school now awaited confirmation of the LA consultation with the special school trust board as to the final allocation of grant to the school.

Q Governors queried if the 3.5% included UPS?

A. The chair of finance and staffing confirmed that UPS received 2%, leadership 1.5% and UQT 3.5%.

Following discussion, governors **APPROVED** the recommendation from the finance and staffing committee to apply the pay award across all points of the respective pay ranges.

The executive headteacher also confirmed that recommendations for performance related pay progression would be submitted to the next finance and staffing committee in December.

Exec Head
/Clerk

F&S/75/18 Budget update – see confidential item

F&S/76/18 Future year budget projection 2019/20 and beyond – see confidential item

GB/128/18 Headteachers' report

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

- the Inset training days which included:
 - moderation of baseline assessments i.e. an awareness of what the children could do;
 - curriculum leadership;
 - CPOMs and Safeguarding update;
 - supporting and enabling pupil communication;
 - coping with risk behaviours – a consistent approach;
 - moderation of pupils' needs;
 - the curriculum – intent, implementation and impact;
 - planning ahead – planning for learning for pupils.
- SOLAR continued to be a challenge for staff;
- staff were working towards; - learning intention, level of challenge and what support looked like;
- class information – a movement of classroom for a group of students had helped to stabilise the group and create a positive and happy learning environment;

- pupil attendance – 6th Sept to Oct half-term = 93.1%, a 2% increase from the same time last year;
- staff attendance – **see confidential item**;
- impact of programmes and partnerships – the PCA's did not wish to stay behind after school on Wednesdays despite being offered overtime, consequently the executive headteacher requested a change to the spring term Inset day, from 23rd April 2019 to 5th April 2019 - see item **GB/135/18**;
- quality of provision – governors **AGREED** the data analysis report to be submitted for the December IEB.

All to note

Exec Head
/Clerk

Q. Governors enquired whether the staff had been asked, since the training, what they had done with what they had learnt.

A. The executive headteacher explained that the next time the provider was in school there would be a 'gap task' set for people to try things. The work was also reflected in appraisal targets and would be monitored through those.

Q. Governors queried whether there were any staff who wished to present any of their learning to the IEB?

A. The executive headteacher confirmed that there would be some staff who would want to share their learning, development and achievements.

Q. Governors questioned the impact of the 'experienced teacher' training?

A. The executive headteacher informed governors that the training should have a positive impact in school and by the end of the year individual teachers should be able to talk to IEB members about progress, learning, etc.

Q. Governors asked what staff were now demonstrating re. different behaviours, following the training?

A. The executive headteacher highlighted that the effect had been positive. Improvements had been made though there were still lessons to be learnt.

Q. Governors enquired whether it was the system SOLAR that was problematic or staff's understanding of how to use it?

A. The executive headteacher verified that there were many children for which the SOLAR system did not serve its purpose. Teachers felt they were not able to monitor the progress of children who were not on the national curriculum however they had also not adequately used the EHCP as a vehicle. There was still work to be done.

Q. Governors asked whether the executive headteacher felt staff were now working with the vision?

A. The executive headteacher clarified that staff were becoming a more cohesive group and she had shared with the staff that there further development was needed on the vision.

Governors **NOTED** and **DISCUSSED** training positives and areas for improvement.

GB/129/18 Pupil Premium Strategy

Governors **AGREED** for this item to be deferred to the next finance and staffing committee meeting (6th December 2018)

Exec Head
/Clerk

GB/130/18 TA review

Governors **AGREED** for this item to be deferred to:

- the next IEB meeting (13th December 2018) – structure;
- the following IEB in January 2019 – roles and responsibilities.

**Exec Head
/Clerk**

GB/131/18 Safeguarding

The executive headteacher and safeguarding governor confirmed that:

- another safeguarding link visit re. safeguarding audit was to be arranged by the end of term, between the safeguarding governor and the current school safeguarding lead (AHT - KM);
- introduction of CPOMS had been fantastic;
- issues raise by safeguarding link governor in his previous visit had been addressed;
- a three-way QA process was now in place and worked effectively;
- DSL would have admin support to get the files organised more efficiently;
- 37 yellow forms had been received since 1st September 2018 - DSL found this to be a very supportive strategy

GB/132/18 Receive report from Data Protection Officer (DPO) and Information Governance governor (IGG)

There was nothing to report from the DPO

The IGG reported that:

- school had accessed the LA training in March/April;
- school had a comprehensive GDPR toolkit which when fully implemented would enable compliance;
- the information asset register (the first piece of required work) had now been found;
- the IEB had approved the relevant policy – this was on the website;
- the DPO had been nominated and named - the information was on the website;
- the necessary privacy notices were on the website;
- a number of policies that ought to be in place and on the website were not yet there but the toolkit had templates that could be adapted by the school and adopted by the IEB;
- a potential meeting with the SBM on a K.I.T day had not been possible;
- contact had been made with the EIA who had agreed ½ day of targeted support from an associate, to work with the DPO and executive headteacher;
- the associate would use the toolkit to model data flow mapping, completion of a policy and leave the DPO with an action plan;
- in spring term, a monitoring visit could be arranged to check progress;
- more GDPR training was available from the LA in the spring term;
- a training session for staff had already been planned and delivered by the IGG in the summer term 2018.

Mr Levy joined the meeting (3.40pm).

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

GB/133/18 Communication*Chair*

The chair alerted governors to receipt of the letter from the LA regarding the teachers' pay award.

Executive headteacher

The executive headteacher updated governors of an on-going investigation to resolve the whereabouts of a missing S.A.L.T i-pad. Feedback to be given at the next IEB meeting in December 2018.

Clerk

Clerk – Governor newsletter

The clerk drew attention to the content of the first and second 2018 autumn term editions of the Nottinghamshire Governor e-newsletter, highlighting the following items:

- 2019 Nottinghamshire Governors' Conference dates;
- Governor Code of Conduct and Non-Disclosure Agreements under GDPR;
- safeguarding in education news including the revised Safeguarding legislation and statutory guidance Working Together to Safeguard Children 2018 which set out new legal requirements for the three safeguarding partners; local police, councils and health services to make joint safeguarding decisions to meet the needs of local children and families;
- physical intervention in school update;
- updated guidance on early education and childcare;
- website compliance;
- Complaints policy and procedure update;
- All Together United Against Bullying Project;
- Fair Access Protocol consultation;
- GDPR – advice from Public Health England for Schools;
- EpiPen and EpiPen Junior shortage;
- Expansion of Small Steps pilot across Nottinghamshire;
- New pre-key stage 1 and 2 standards;
- News from the NGA;
- Dates for Head's and Chairs briefing sessions (spring and summer terms 2019).

GB/134/18 Approval of policies

After discussion, the behaviour policy was **RECEIVED, NOTED** and **APPROVED** by the IEB.

Governors **AGREED** that:

- the health and safety review/action plan needed to be updated, RAG'd, with feedback in a separate item at the next IEB meeting;
- the current health and safety policy referred to a first aid policy;
- school to check with the LA re. a template First Aid policy; and
- if one was not available, the governors **AGREED** that a statement needed to be added to the 'Administration of Medicines' policy
- the finance policy be deferred to the finance and staffing committee meeting on 6th December 2018

Clerk

Exec Head

Clerk

Governors **DISCUSSED** the responsibilities of the admin team re. policies and **AGREED** the head of school work with admin team to clarify.

GB/135/18 Confirmation of Inset days

Following discussion, under item **GB/128/18** above, it was **resolved**

that governors **APPROVED** the move of the spring term Inset day from 23rd April 2019 to 5th April 2019.

GB/136/18 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/137/18 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 staff training/attendance;
- discussion and questions relating to finance and staffing;
- 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.

GB/138/18 Confirmation of dates for 2018 and 2019

The governing body

agreed

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, 11 July 2019 at 1.30pm.

CL

GB/139/18 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 4.15pm.

*4.30pm - Skype call with Mr Phil Harrison, Chief Operating Officer, Shaw Education Trust.
(see confidential item)*

Signed C. Levy (chair) Date 13-12-18