

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: St Giles Special School
Meeting title: Second spring term meeting of the IEB
Date and time: Thursday 14 February 2019 at 1.30pm
Location: At the school

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/31/19 Apologies for absence **Action**

There were no apologies for absence.

GB/32/19 Declaration of interest

Mr Connor, Mrs Foster, Iliffe and Mr Savage declared a direct pecuniary interest because they were 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/33/19 Review of membership

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

GB/34/19 Approval of minutes from the first spring term meeting of 24 January 2019

The minutes of the first spring term meeting held on 24th January 2019 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/04/19 Approval of minutes from the fourth autumn term meetings of 13 December 2018

GB/148/18 Safeguarding

The executive headteacher confirmed that the Ofsted style safeguarding audit had been conducted and the outcome was very positive. The audit had covered the following areas:

- an SCR check;

- a check of:
 - safer recruitment practices;
 - record keeping and use of information;
- discussion with SDSL;
- pupil voice.

The outcome of the audit concluded that:

- safeguarding was effective;
- staff received appropriate training and were clear about procedures;
- checks on newly appointed staff were thorough with a clear recruitment process;
- CPOMS was effective in supporting the log of incidents;
- leaders contributed to MAMs and worked well with parents and external agencies;
- pupils said that they knew how to be safe, and who to go to if there was a concern;
- the safeguarding governor had made regular visits to school.

GB/06/19 Headteacher's Report

Attendance and punctuality: pupils

The executive headteacher informed governors that the senior leaders were reviewing progress to tighten procedures and improve parental understanding.

Staff attendance – see confidential item

Staff well-being survey

The executive headteacher advised governors that the well-being survey had been completed and a report was being compiled for the finance and staffing meeting. A brief overview was shared with union representatives at the recent JCNC meeting which demonstrated that the outcomes were very positive.

Clerk

GDPR – see confidential item

GB/14/19 Approval of policies

Q. Governors asked whether the policies were impact assessed.

A. The executive headteacher explained that all NCC policies were impact assessed and the other policies were new. Impact assessments for all policies were to be considered upon review.

GB/35/19 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 (7 February 2019)

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/13/19 Approval of minutes of last meeting

Number lock replacement

The chair of the finance and staffing committee reported that the replacement of number locks with high handles had been considered and agreed.

School Financial Value Standard

The chair of the finance and staffing committee informed governors that the SFVS had received a further update in preparation for presentation to the next committee meeting.

*F&S/16/19 Staffing issues – see confidential item**F&S/17/19 Health and safety action plan*

The executive headteacher clarified that an external audit had been requested from NCC as almost all actions on the current action plan had been completed.

F&S/18/19 Policy review and approval

The chair of the finance and staffing committee advised the IEB that the committee had agreed to receive updated financial reports from the SMB every other meeting.

Q. Governors queried how the budget monitoring process functioned compared to last year?

A. The chair of the finance and staffing committee confirmed that processes had significantly improved and the financial situation was more positive.

GB/36/19 Headteachers' report

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

- the school's work to promote pupils' personal development and welfare was good with some areas for development which included:
 - pupil attitude to learning and moving out of their comfort zone;
 - the need for spiritual, moral, social and cultural development to be effectively planned;
 - a better understanding of British values;
 - e-safety to be a regular feature on the curriculum plan;
 - presentation of work; and
 - planned work with parents of pupils aged 13+ to enable them to have to a clear understanding of pathways for post 16.
- safeguarding;
- attendance and behaviour – **see confidential item**;
- CPD and training;
- curriculum update which included reference to intent, implementation and impact. Evidence was present of the learning journey for pupils and there was a positive buzz around school;
- impact of the partnership working:
 - Minster project: for teachers and TA's, finance review, appraisal support, office support;
 - LA behaviour review through targeted support access to specialist provision comprised of two different partnerships:
 - targeted support from a behaviour specialist which was underway;
 - specialist provision for early reading/development of reading and comprehension which had been requested;
- staffing structure – **see confidential item**
- website was now complaint;

- meaningful data was now available to identify the progress of groups of pupils and would be uploaded to Governor Hub.

Q. Governors queried the ‘repetition’ referred to between Minster and Matrix?

A. The executive headteacher explained that there had been some cross-over with the delivery of the programme however the staff had responded positively and discussions and contributions had been excellent.

Q. Governors questioned whether, in terms of LA behaviour partnership support, when will the recommendations be written and received?

A. The executive headteacher advised that the report was expected anytime when it was anticipated that a review of line management and behaviour incidents will take place.

Q. Governors asked when was the best time for a governor visit re behaviour to take place?

A. The executive headteacher shared that a visit after half-term would be ideal. Behaviour had improved because of the more consistent approach. Further work needed to be actioned around follow-up and tracking.

Q. Governors enquired about e-safety?

A. The executive headteacher informed governors that this responsibility had been delegated to the ICT lead and an AHT who both had access to excellent resources (C-op jigsaw video).

Q. Governors asked to what extent staff understood the ambition and how to deliver it?

A. The executive headteacher confirmed that the staff did understand the ambition and were visiting and reviewing the curriculum in teams.

GB/37/19 Staff attendance report – see confidential item

Governors **AGREED** this item to be discussed at the end of every term.

All to note

GB/38/19 EIA reports

The executive headteacher confirmed there were no EIA reports to share at this time.

GB/39/19 Update on headteacher appraisal process

The appraisal governor confirmed that a rigorous monitoring had been conducted of the executive headteacher appraisal. Appraisal governors had also used the opportunity to check on the whole appraisal process and reported that everyone knew who was doing what. A copy of the link visit report form was sent to the EIA

GB/40/19 Safeguarding information for consideration and action:

This item was covered under **GB/36/19**.

Q. Governors asked if staff had booked onto the statutory training courses required in the KCSiE document?

A. The executive headteacher reported that the head of school and chair of the IEB were booked onto the ‘managing of allegations’ training and the assistant headteacher was booked onto the ‘harmful sexual behaviour’ training.

GB/41/19 Receive report from Data Protection Officer (DPO) and Information Governance Governor (IGG)

The IGG informed governors that:

- a visit was arranged for 27th February to meet with the DPO and the office manager;
- a report of the visit would be produced and submitted to the IEB.

Q. Governors queried whether the DPO had attended the recent LA training?

A. The executive headteacher believed this was correct as the DPO had attended quite a few training courses over the last few weeks.

GB/42/19 Communication

No new items had been received for communication to the IEB.

GB/43/19 Approval of policies

After discussion, the following policies were **RECEIVED, NOTED** for approval at the next finance and staffing meeting:

- peer on peer abuse policy;
- attendance and punctuality;

**All to note
/Clerk**

GB/44/19 Governor monitoring visits

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

- leadership and management – Mr Massarella

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.

All to note

GB/45/19 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;
- monitoring and review of appraisal process – holding executive headteacher to account;
- consideration of policies;
- meetings by IEB with members of staff as duty of care;
- consideration/discussion/questions relating to finance, staffing, leadership arrangements, insurance and health and safety;
- consideration/discussion and questions regarding GDPR, safeguarding;

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

GB/46/19 Confirmation of dates for 2019

The governing body

agreed

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/47/19 Determination of confidentiality of business

It was

resolved

that there were 6 confidential items and that the confidential sections of the:

- headteacher's report; and
- committee minutes

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

The meeting closed at 3.15pm.

Signed *C. Leary*(chair) Date ..*14.3.19*.....