

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** St Giles Special School  
**Meeting title:** First spring term meeting of the IEB  
**Date and time:** Thursday 24 January 2019 at 1.30pm  
**Location:** At the school

## SCHOOL DISPLAY

### Membership

'A' denotes absence

Mr C Levy (chair)  
Mrs A Allsop  
A Mr A Connor  
A 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/01/19 Apologies for absence Action**

Apologies for absence were received from:

- Mr Connor (medical);
- Mrs Foster (work commitment).

It was

**resolved**

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

**GB/02/19 Declaration of interest**

Mr Iliffe and Mr Savage declared a direct pecuniary interest because they were both 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/03/19 Review of membership**

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

**GB/04/19 Approval of minutes from the fourth autumn term meetings of 13 December 2018**

The minutes of the fourth autumn term meeting held on 13<sup>th</sup> December 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/143/18 Approval of minutes from the third autumn term meetings of 25 November 2018*

The executive headteacher confirmed that:

- the financial audit began on the 16<sup>th</sup> January 2019 and was being conducted by an external headteacher;
- **see confidential item**

*GB/144/18 Receipt of minutes and approval of policies from committees and working parties*

The executive headteacher advised that:

- the assistant headteacher (AS) was now working with Carlton Digby and was to attend the 'pathways to adulthood' meeting;
- staff absence report was to be dealt with under item **GB/06/19**;
- the fortnightly internal union meetings had been offered but no-one had wished to meet with the executive headteacher on the 15 January because there were no issues to raise.

*GB/145/18 Headteacher's report*

The executive headteacher informed governors that:

- the 'audit final rag rating for new SIP' document uploaded to governor hub signposted that all amber and red issues had been transferred to other plans, including the SIP, the health and safety action plan or to the EIA for deployment of teams for future audits;
- after meeting with the EIA this week, reading support had been requested from February because the school was now ready.

*GB/146/18 School improvement plan*

The executive headteacher reported that leadership had shown marked improvement and good examples of assistant headteachers' leading without the need for support had been seen.

*GB/147/18 TA review*

The executive headteacher advised that this was being discussed within the finance and staffing committee with an update for the 7<sup>th</sup> February committee meeting.

Exec Head  
/Clerk

*GB/148/18 Safeguarding*

The executive headteacher shared that:

- the annual safeguarding self-audit had been sent
- the safeguarding work, completed with Mr Savage, had been sent to the SCEiO who had responded and thanked the school for the information;
- training for 'managing allegations against staff' was now available – information on the NCC governors' website and in the governors' newsletter.

Chair

Governors **DISCUSSED** the need for an external person to complete an audit given the progress made and the expertise both within school and on the IEB and it was **AGREED** that the need for an external person to complete an audit the was no longer necessary.

The executive headteacher confirmed an Ofsted-style safeguarding audit was to be conducted in the next few weeks.

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

The executive headteacher informed governors that this would be dealt with under item **GB/06/19 – confidential item**

**GB/05/19 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 January 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/10/19 Correspondence/Any Other Business  
Services to schools*

The executive headteacher highlighted to governors:

- the governor training provision monies allocated within the budget which the committee had agreed was not required – governors **APPROVED**;
- professional services – the SBM had been asked to source 3 quotes for each relevant area so that a best value statement could be offered.

All to note

**GB/06/19 Headteachers' report**

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

- pupils and staff had enjoyed a positive start to 2019;
- a few changes had been made to improve the quality of provision including:
  - tight lunchtime handovers to ensure that TAs were ready to support learning straight after lunch time;
  - 'choosing time' had been taken off the timetable;
  - an agreed format was now used for class timetables in order to maximise the learning time in school;
- the PPA/leadership timetable had been altered so staff received release time in a full morning or afternoon session. This had led to two days reduction in PPA cover;
- TLR2 holders had been seen on a 1:1 basis where a clear plan of what should be achieved in leadership and management time was shared;
- **see confidential item.**

*Staff roles and responsibilities:*

- checks had begun to ensure that people had the relevant job descriptions including teaching assistants G3 – G5;
- TA's had received a sheet re G3/G4/G5 job descriptions (JD) which they had been asked to complete;
- investigative work was enabling a cohesive cost-effective staffing structure to be designed;
- overview of staffing roles and responsibilities – **see confidential item**;

*SIP and SEF review and update*

- the school improvement plan had been reviewed for the spring term. The new plan reflected the following:
  - outstanding items from the previous plan;
  - promoted aspects from the autumn term action plans;
  - feedback from staff;
  - reviews of audits carried out in the summer term 2018;
  - key issues within the Ofsted framework preventing a higher judgement;
- the autumn term plan, with the additional comments from staff SIP v7, had been uploaded to Governor Hub;
- the draft plan had been uploaded to Governor Hub and saved as SIP v2 spring/summer;
- 'high expectations of pupils' and 'behaviour for learning' had been added;
- staff voice had been added to each of the SIP areas.

The executive headteacher shared the SEF update (v2) which:

- tightened up v1 and added evidentiary comments/ information;
- linked every area of development in the SEF, to the SIP key issue, so the two worked 'hand in hand';
- included that post 16 had been linked into the SIP as appropriate; and
- the minor amendments to each area of the SEF were highlighted.

Governors **RECEIVED, NOTED** and **APPROVED** the SIP and the SEF.

The executive headteacher continued with the presentation of her report and drew governors' attention to the following:

- *Attendance and punctuality:*

*Pupils*

- improved attendance levels at all key stages;
- improved whole school attendance - 92.32% an increase of 4.47%;
- whole school attendance (minus absence through unavoidable medical issues) was 97.6%;
- improved administration of attendance;
- the need to re-visit the attendance and punctuality policy re responsibility of parents.

*Staff attendance – see confidential item*

- *Safeguarding:*
  - there had been six yellow forms (referrals to DSL); and
  - no third-party forms;
  - see information under item **GB/04/19**.
- *GDPR report* - the reportable incidents logged (**see confidential item**);
- *Parent hub:*
  - the next parent hub meeting was to be held on the 4th February;
  - parent questionnaire was to be distributed on Friday 25<sup>th</sup> January for an update of parents' views;
- *class numbers and mobility:*
  - communication between the school and SEND admissions to be improved;

- monthly overview to be produced;
- a growing number of parents who wished for their children to attend St Giles;
- report re an overview of the Gatsby benchmark;
- Y7 literacy and numeracy catch-up funding report.

**Q. Governors queried whether destinations were tracked when children left?**

**A.** The executive headteacher confirmed that they were.

**Q. Governors asked whether the number of extra students wishing to attend St Giles, if allocated and accepted, would have an effect on staffing?**

**A.** The executive headteacher clarified that children starting at St Giles had the potential to affect staffing levels given the variety of need for each child therefore the effect was unknown purely based on numbers.

**Q. Governors enquired whether a further staff well-being survey had been completed?**

**A.** The executive headteacher informed governors that this had been completed, the head of school had the information and a report was going to the finance and staffing committee (7<sup>th</sup> February).

MR/Clerk

Governors **RECEIVED, NOTED** and **APPROVED** the Y7 literacy and numeracy catch-up funding report.

**GB/07/19 Staff attendance report**

This item was covered under **GB/06/19**.

**GB/08/19 EIA reports**

The executive headteacher shared the EIA GDPR visit and implementation plan with governors (both uploaded onto Governor Hub) and confirmed that an action plan was in place.

All to note

**GB/09/19 Update on headteacher appraisal process**

The appraisal governor confirmed that the process had been completed, with the agreement that appraisal governors would meet with the executive headteacher each term to be updated on the whole process; both executive headteacher and whole staff appraisal process.

The executive headteacher reported that a meeting with a Minster representative had been held to discuss the schools' appraisal system. She shared that much of the proposed plan had already been actioned so it had been agreed that the Minster representative would:

- support on a 1:1 basis where needed;
- deliver appraiser training for the AHT's;
- offer an appraisal lesson observation session for staff who wished to attend;
- complete a full days' work with the appraisers (x 3) – to enable them to lead end of year reviews;
- provide ½ day preparation for June reviews with AHT's; and

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- in the summer term, conduct joint lesson observations based on the appraisal targets.

The executive headteacher shared that only 6½ days of appraisal support had been required/used so far, therefore she would be requesting that Minster funded her time for the days that she had completed to set up the appraisal systems – school to invoice, so the money would go into the school budget.

**Q. Governors asked whether staff were aware that the AHT's were taking on appraisal responsibility?**

**A.** The executive headteacher confirmed that they did. They had been aware of this from the beginning.

**see confidential item**

**GB/10/19 Information from the Corporate Director for consideration and action**

*Nottinghamshire Safeguarding Children Partnership*

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

- a new duty being placed on the local authority, police and clinical commissioning groups (together referred to as the 'safeguarding partners') to make arrangements for safeguarding and promoting the welfare of children in the area;
- what the local safeguarding arrangements were required to include;
- that the safeguarding partners were required to specify which organisations and agencies should be classed as 'relevant agencies' and those agencies must then act in accordance with the arrangements – all schools are thus classified;
- that the new safeguarding arrangements will be referred to as the 'Nottinghamshire Safeguarding Children Partnership' (NSCP) - implemented over a three-month period which started on 1st January 2019;
- once approved by the safeguarding partners, the safeguarding arrangements for the NSCP will be published on the school's portal;
- the 3 actions for governors to take.

**All to note**

**GB/11/19 Safeguarding information for consideration and action:**

This was referred to under item **GB/04/19** and **GB/06/19**.

**GB/12/19 Receive report from Data Protection Officer (DPO) and Information Governance governor (IGG)**

This item was covered in **GB/06/19**

**GB/13/19 Communication**

*From clerk – Governor Newsletter*

The clerk drew attention to the content of the first 2019 spring term edition of the Nottinghamshire Governor e-newsletter, highlighting the following items:

- the 2019 Governors' conference – with emotional health and well-being as a key issue – the dates, booking and charging of places;
- governing body constitution issues re number of parents and ex-parents on a governing body;
- what to do when a governor leaves the governing body;

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- the appointment of new or existing governors and Governor Hub – the benefits and the pitfalls;
- NAGs AGM – Wednesday 6<sup>th</sup> February 2019;
- the QA role for headteacher appraisals;
- GDPR “hot topic” sessions for governors;
- new DFE Guidance – controlling access to school premises (27/11/2018);
- NCC schools’ forum - what is it? what does it do? who makes the decisions? would you like to join?
- penalty notices for pupil absence:
- website compliance – a SEND (Special Educational Needs and Disability) update:
- dates for Head’s and Chairs briefing sessions.

#### GB/14/19 Approval of policies

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

- whistleblowing policy;
- managing allegations against staff;
- staff volunteer and acceptable use agreement;
- lone working policy.

Governors **REQUESTED** a front page for all policies.

**Exec Head**

#### GB/15/19 Governor monitoring visits

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

- teaching and learning – Mrs Allsop
- communication – Mr Cutforth
- health and safety – Mr Cutforth
- pupil premium – Mrs Allsopp

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

**All to note**

- 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/16/19 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, learning walks;
- discussions with SLT;
- 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.

**GB/17/19 Confirmation of dates for 2019**

The governing body

**agreed**

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/18/19 Determination of confidentiality of business**

It was

**resolved**

that there were 4 confidential items and that the confidential sections of the:

- o headteacher's report; and
- o committee minutes

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

**The meeting closed at 3.25pm.**

Signed C. Lemy.....(chair)      Date 14/2/19.....