

**Minutes of the meeting of the Governors of ST GILES SCHOOL held on Wednesday 5th
December 2018 at 6.00 p.m.**

PART A MINUTES

Present:

Callton Young – Chair
Virginia Marshall
Caroline Horgan
Paul Thirkettle
Beverley Hayllar
Karen Skeets

Michael Swadling – Vice Chair
Neal Fraser
Paul Pearce
Kathleen Shields
Ken Morcombe
Curlita Campbell

Also Present: - Mr. Colin Milsom – Clerk to the Governors

Absent: - Knoshin Kanis

1. Apologies and Welcome

The chair welcomed Karen Skeets and Curlita Campbell to the meeting. All board members introduced themselves.
Apologies for absence were received and accepted from Knoshin Kanis.

2. Term of office for chair and vice chair and election of Chair

At the present time the chair and vice chair served a one year term. It was agreed that this should continue to be the case.
Nominations were sought for the post of chair of the governing body by the clerk.
Callton Young was nominated and as there were no other nominations he was elected as chair and took the chair for the rest of the meeting

3. Election of Vice Chair

Nominations were sought for the post of vice chair of the governing body. Michael Swadling was nominated and as there were no other nominations was elected as vice chair.

4. Declaration of Business and Pecuniary Interests

There were no declarations for any of the agenda items for the meeting. It was confirmed that all DBS checks were up to date. These had been checked by the acting Safeguarding Governor.

5. Committee Structure, Membership and Terms of Reference

Membership Vacancies

Parental vacancy – Karen Skeets had been elected to fill the vacancy.

Co-opted Governor – There was one vacancy and the board confirmed the email agreement that Curlita Campbell should be appointed to fill the vacancy.

Constitution Review

This had been carried out at the last meeting and no changes had been recommended. Peter Denman had stood as a candidate for the parent governor vacancy and the board

agreed that given his skill set he could be an asset on the board. That being the case the board had two options, either to amend the constitution and increase the size of the board by one place, or to appoint him as an Associate member. Having discussed the matter it was agreed to offer him a place on the board as an Associate member and to review this at the end of the academic year.

There were no other changes to the membership of the board.

Terms of Reference – These had been reviewed and no changes were being proposed. They were signed by the chair.

Committee membership – Peter Denman and Curlita Campbell were assigned to Resources, and Karen Skeets to Achievement and Standards.

7. Minutes 19th July 2018

The minutes of the meeting held on the 19th July 2018 were agreed as a correct record of the meeting and were signed by the Chair.

8. Matters arising from the Minutes

There were two identified actions from the last minutes. These were arrangements for bespoke training for board members which had been completed, and selection and circulation of a skills audit form to members. The form had been sent to all board members who had been requested to return these to the vice chair.

In addition it was reported that the school had been awarded the Platinum Arts Mark which had been led by Paul Pierce. The school was congratulated on this achievement.

The school had been named the Croydon Special School of the year 2018 at an awards ceremony run by Croydon Council.

Fundraising Governor – Karen Skeets was already involved with the Parents Association and it was agreed that she should take on the role of Fundraising Governor. Neal Fraser agreed to assist in this area.

Car Park – The school reported that it had continued to review the parking and transport arrangements and it had been observed that there were some bays in the block of flats opposite the school which were unoccupied during the day. The head teacher had approached the management with a view to having a limited number of bays being available to staff. This was being followed up. Ken Morcombe had also looked at the site and observed that there was still a dropped kerb at the south end of the site which used to serve a second car park area prior to the building of additional classrooms. There was a grassed area in front of the school but this could be converted back into a drop off point for rear loading vehicles and it should be possible to accommodate 2 in this area. It was agreed to look at all options and to present a unified plan to improve parking and school access while improving the traffic flow outside the school.

There were no other matters arising that had not been completed or were not covered by agenda items.

9. Correspondence and Chairs Action

There was nothing to report under this item.

10. Head Teacher's Report

The report had been sent to governors some time in advance of the meeting. There were no specific questions on areas of the report and the head teacher highlighted the key areas.

Link Adviser report – This had been circulated to all board members and discussed at Achievement & Standards.

Q. How frequently does the Link Adviser visit the school?

A. These are termly. The adviser used to be a council employee and visited twice a year but she is now employed as a consultant by Octavo and the contract is for three visits a year.

Pupil Progress Report – The report had been made to Achievement and Standards and copied to all board members. There were no additional questions on the report.

Staff Training – In addition to the annual safeguarding training for all staff there had been a range of medical related training for staff from the health professionals who worked in the school. This had provided basic training for newer staff as well as providing refresher updates for other staff. Initial training on bereavement had been provided and additional training might be considered.

As part of the KS4 life skills work there had been working memory training for pupils which was designed to support the skills they learned in class as some pupils had issues with remembering sequences and processes.

Attendance – Some pupils had a lower attendance as a result of specific medical issues or had been in hospital for treatment.

Q. Are some pupils still home educated in if so how is there attendance recorded?

A. There are two TA's who are supporting two pupils at home. The attendance recording for these pupils will be checked.

Safeguarding and LAC Support – The board noted the tabled analysis of support provided through the specialist grant funding and agreed the report.

The LA had just issued a model child protection policy and this was being reviewed to ensure that it was not only appropriate but was designed to meet the needs of the range of pupils who attended the school. Some of the references in the policy were designed for specific age ranges in a mainstream setting and this would not necessarily be appropriate for pupils at St Giles. The amended policy would be submitted to committee next term and the full board for approval.

Health & Safety Committee Minutes – These had been sent to all board members and covered in Learning and Achievement.

Q. Is this made available to Staff?

A. Yes it is on the staffroom noticeboard as well as sent to individual classrooms.

It was agreed to review the reporting arrangements for the near miss incidents.

Funding – This was now based on an average funding amount. Previously it had been based on a banding system but as the degree of disability or need increased in the school there was concern that more pupils would be eligible for the higher bands

and an average funding amount would not necessarily cover the schools requirements. At the present time the funding was appropriate but would be kept under review.

The LA had expressed concern at the level of the carry forward balance being held by the school as this exceeded the 6% threshold which was recommended by the LA. The school had projected that over the next 2 years the level of funding would not meet the projected expenditure and much of this reserve would be used to support the required staffing and running costs of the school. There was a proposal to use some of the funds for identified work on site or equipment replacement over a period of years but the initial advice from the LA had been not to commit to this expenditure.

The board discussed the projects and agreed that the provision of an adult disabled toilet was essential as there was only one on site. Quotations would be considered in the spring with work planned for Easter.

Remodelling work in the primary classes was essential as they were no longer appropriate and the carpeting needed to be replaced. Quotations for this should also be prepared and agreed so that work could be carried out during the summer recess.

Q. What will happen to the remodelling of secondary class bases?

A. The LA was drawing up plans at the present time to undertake this work and they would be funding this.

The final area was ICT renewal and the replacement of whiteboards which were coming to the end of their useful life as it was no longer possible to maintain them. It was agreed that this would need to be dealt with as a rolling programme of replacement over a period of time but that initially the school would need to investigate what the most appropriate replacement equipment would be for the range of pupil needs.

There had recently been issues with the heating and the flue in the boiler room was showing signs of rust. This had been referred to the LA who had arranged and funded the installation. The issue with the heating related to a failure of some of the computer control units and these had been replaced. The school had taken out a new maintenance contract however the main computer control system was also reaching the end of its useful life and would need to be replaced in the future. This would cost in excess of £10,000.

Board members were concerned about the leaking flue and Neal Fraser agreed to inspect it.

Q. When might the work on the Flue take place?

A. Over the Christmas holiday with the boilers being off for a week or so.

There was concern that if the boilers were off for a longer period in order to undertake the repair work there could be issues rebooting them and if there was a cold spell then this could cause issues with the water systems freezing in the building.

There had also been further roof leaks and the LA had agreed that the roof now needed major work so they were looking at how this could be redesigned and replaced. In the meantime they had accepted responsibility for the increasing number of leaks which had been caused by the failure to maintain the roof.

SDP – The updated document had been circulated to all board members and there was brief resume of the detail of the progress on the key areas in the plan.

School Progress Review – This had been updated with more information and attendance data provided in a different format.

OfSTED (Proposed changes) – This had been provided by Octavo as part of their half termly briefing note and the indication from the Head of OfSTED was that there

would be some changes in the types of judgements that would be made from September 2019.

Q. Is there detailed information on the changes available yet?

A. Governors and school will need to wait until the Inspection programme is published by OfSTED to see how this will impact on the school but the key changes that are being proposed are positive.

The head teacher and deputy were thanked for their reports.

11. Committee Reports

Strategy – 2nd October – The planned meeting was replaced by a Headship Panel appointment meeting.

Resources – 15th October and Achievement & Standards – 7th November – The minutes of both of these meetings had been circulated to all board members. There were no questions on the minutes which were agreed.

SFVS – The financial competency assessment form had been issued to all board members.

Other reports

Link Adviser – This had been dealt with under agenda item 10.

Governor monitoring and visit reports – Several governors had made visit to the school in relation to areas of interest and where appropriate reports would be made and be available to governors.

It was suggested that governors might find learning walks helpful in familiarising them with the education processes employed in the school which were designed to meet individual pupil's needs.

12. Items for Decision and Approval

Teachers Pay – Cost of Living Increase The board formally ratified the decision made at the Resources Committee meeting and agreed by board members by email.

Committee Terms of Reference - There are no changes being recommended by committees and these were formally agreed

Q2 financial reports - Agreed

Staffing Structure 2018/2019 – This had been circulated.

Q. How are TLR's used?

A. Originally all senior posts had allocated TLR's but the current requirement is that there should be teaching as well as class responsibility and these apply to key subject areas for the school.

The staffing structure was approved

The following were not yet available but would be presented to the board next term:

Residential Trip Accounts

School Fund & Friends Account (audit certificates for noting and signature)

Pupil Premium / Sports Premium Reports 2018 Presented to Achievement & Standards and formally approved.

School term dates and inset dates for 2019/2020 – The board formally ratified the decision agreed by board members by email.

School Purchase Card Form – change of authorised user

There had been a change of staff members and as a result the agreement of the board was being sought to change the current authorised users. This was agreed and the relevant bank document was signed by the chair.

13. School Policies

The following policies had been reviewed by committees and were submitted for final approval:

Resources

Business Continuity Plan – The plan in its current format was approved but the board was advised that the police had issued new guidance concerning major incidents and the plan might need to be updated with an appendix to deal with the additional guidance.

Fire Safety Plan – This was agreed but as a result of the fire safety audit additional information would be added and board members advised.

Record Management and Data Retention Policy

Achievement & Standards

Positive Touch Policy – amended

A question was raised about some of the wording. It was agreed to approve the policy and to review the possible changes to the wording. If there were agreed changes then the amendment would be made and the revised document presented to board members.

Special Educational Needs Policy

Inclusion Policy

Teaching and Learning

Assessment for Learning

Spiritual Moral social and Cultural development

Collective worship

Additional Policies

Lettings Policy

Admissions Policy

A question was raised concerning the number quoted in the policy and the current number of pupils in the school. Although the basic number of pupils was 100 the current population was 102

Q. Should the published information be changed?

A. The agreed standard number for the school is 100 which is set by and published by the LA. This can only be changed by the LA and they can agree to admit pupils in excess of the standard number if it is deemed necessary or appropriate. At the present time one of the pupils is a Bromley child and the place is fully funded by that borough. Croydon is funding 101 places.

It was agreed to amend the wording to reflect that fact that 100 was the standard number for the school. All admissions to the school had to be approved by Croydon.

Grief & Loss Guidelines 2018

The board discussed the appropriateness of Appendix A given the fact that it was selective in some of the information and that in each case the matter would be discussed with the family concerned to see what was the best way in which the matter should be addressed. The board agreed to dispense with appendix A and approved the rest of the guidance.

14. Governor Training and Governor Visits

It was recommended that all board members attend the induction training.

Governors confirmed that they were in receipt of training emails from Octavo.

Bespoke Training This had been on Recruitment with specific reference to headship appointment and had been very useful.

15. Any Other Business

London Living Wage – At the present time information was still awaited for the proposed rate for 1st April 2019. Governor’s approval would be sought once the rate had been published.

There was no other business

16. Publication of Minutes

As there were no matters of a confidential nature contained in the Part A Minutes it was agreed that the Part A Minutes could be published after they had been agreed by the Chair.

17. Dates of Future Meetings

The Governors noted the date of future meetings which will be held at 6.00 p.m. There were two agreed changes. A special meeting was planned for the 5th February, and the spring full board meeting was moved to the 26th March.

Spring 2019

Strategy - (Q3 may need to be agreed by the Chair and submitted for formal approval on the 20.3.19) **15 January**

Head Teacher Appointment Ratification – **5th February** 2019 at 6.00 p.m.

A & S – **23 January**

Resources - Q3 and Budget **19 March**

Full Board – **26 March**

Summer 2019

Strategy - (Q4 and year end may need to be signed off at this meeting) **1 May**

A & S – **8 May**

Full Board – **10 July**

Resources – **18 July**

There being no other business the meeting closed at 8.28 p.m.

Date

Chair