

**Minutes of the meeting of the Governors of ST GILES SCHOOL held on Wednesday 10th
July 2019 at 6.00 p.m.**

Present:

Callton Young – Chair
Virginia Marshall
Caroline Horgan
Paul Thirkettle
Curlita Campbell

Michael Swadling – Vice Chair
Neal Fraser
Paul Pearce
Beverley Hayllar
Peter Denman

Also Present: - Katherine Lewis – Head teacher Designate
Colin Milsom – Clerk to the Governors

Absent: Kathleen Shields, Ken Morcombe, Karen Skeets

1. Apologies and Welcome

The chair welcomed all board members to the meeting. Apologies for absence were received and accepted from Kathleen Shields, Ken Morcombe and Karen Skeets.

2. Declaration of Business and Pecuniary Interests

There were no declarations for any of the agenda items for the meeting. It was confirmed that The DBS for Neal Fraser was in the process of being renewed and that the application for Peter Denman was being processed. All other DBS checks were up to date.

3. Constitution & Membership

Constitution - The board reviewed the current constitution and no changes were being recommended.

Membership – Mr. Peter Denman had been elected to fill the vacancy for a parent governor.

Staff Governor – Mr. Paul Pearce had been appointed to a deputy headship and would be leaving the school at the end of term. The board congratulated him on his appointment. His post as a staff governor would be filled in the autumn term.

It was noted that the only other change to elected or appointed governors in the current year would be Paul Thirkettle whose current term would end in December.

4. Minutes 26th March 2019

The minutes of the meeting held on the 26th March 2019 were agreed as a correct record of the meeting and were signed by the Chair.

5. Matters arising from the Minutes

There was one action arising from the minutes relating to offloading of pupils in front of the school. The business manager had been in contact with the Council but as yet there had not been a positive response. It was agreed to refer this to the Strategy Committee next term.

There were no identified actions from the last minutes however the board was updated on changes to the corporate transport contract. This had been put out to tender and a new company would be undertaking this from September 2019. At the present time there

was no firm information with regard to the vehicles, routes or staffing and parent had not been informed of the changes. The head teacher was requested to follow this up with the LA.

Action

6. Correspondence and Chairs Action

There was nothing to report under this item.

7. Committee Reports

Strategy – 1st May 2019 – The minutes had been circulated and were noted. There were no questions.

Achievement & Standards – 8th May 2019 - The minutes of the meeting had been circulated to all board members. There were no questions on the minutes which were agreed.

Peter Denman arrived at the meeting during the discussion of the next item and was introduced to board members.

8. Head Teacher's Report

The report had been sent to governors 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 was referred to in the report. Under normal circumstances a summer term visit was not planned but because of the change of headship one had taken place where the latest performance data had been presented and discussed. Pupil progress had been judged to be outstanding. In the past Croydon had allocated schools a grading based on OfSTED criteria and the school had been outstanding, however because of the changes to OfSTED that would start to be introduced from September 2019 no gradings were being allocated at the present time as there was no evidence from Inspections on which to base a judgement of Croydon schools. Ken Morcombe had been present at the meeting.

Caroline Horgan provided the board with a copy of the initial data analysis which had been discussed but as the school no longer had access to CASPA for comparative assessment with other schools, the tables related to pupils' progress based on Pre Key Stage Assessments and appropriate P Scales.

Q. What is the progress showing?

A. The data shows progress in relation to their reception assessments. The assessment had been confirmed by moderation of the data with other schools which is now the only way that a valid base line and comparison can be made. It is possible that over time the government will introduce some form of system that could provide external validation but it does not exist at the present time.

The data reports covered years 2 and 6.

The indication was that in future OfSTED would be looking at individual pupil progress. That being the case the school's expectations would be the starting point and judgements would be based on the progress pupils made against that expectation. This was a more challenging situation for a special school where there were not standard tests that could be applied.

Internally the school still needed to refine the process but moderation across schools would assist in assessing the validity of the judgements. The target setting and the type of curriculum provided for individuals would become more important because of the identified impact of the provision.

The board discussed how they could assess the effectiveness of the provision and what type of questions might be appropriate to elicit the required information and it was felt that this could be an appropriate subject for a bespoke training session.

Q. Why does it appear that one specific pupil has not made any progress between years 1 and 6?

A. This a complex case with a range of issues. that include very poor attendance. Numerous agencies have been involved by the school in order to try to address the situation and it is hope that medical intervention will result in an improved attendance and this improve educational progress.

Q. Can the data be provided in a different format so that there is more clarity in assessing how effective progress is against targets?

A. It can be RAG rated but some of the steps are very small and achieved over a longer period of time so this may not give a complete picture. As indicated earlier there can also be a range of issues that impact on progress.

It was agreed that the expanded data would be presented to the board at its meetings in the autumn. By using other systems such as Evidence for Learning different information could be recorded about a pupil's progress and this would support assessment.

SALT – The board noted that the school was still only in receipt of temporary cover from the Head of Service and this would continue until the other staff member returned from maternity leave.

Q. Why did the other staff member leave?

A. The expectation was that they would provide a service for the school and other locations and this was an unacceptable work load.

It was noted that another Croydon school had been able to employ their own provider and that some additional funding might have come from the LA. This was an area that could be followed up.

Q. What constitutes a multi professional team?

A. Support from a range of agencies which includes, school staff, social workers and nursing support.

Q. What is a child in need plan?

A. This is where there is an assessment to see if there are child protection issues that need to be monitored. If it can be managed without a child protection plan but still requires some oversight then a Child in Need plan is used but if necessary it can be escalated to a CPP.

Q. Does fostering constitute a LAC and are placements monitored?

A. Yes it does. There are cases where a child may be moved if the placement is assessed to be inappropriate.

Health and Safety – The committee minutes had been circulated and were noted.

Q. Is the Business Manager trained to deal with Health and Safety Inspections?

A. Yes she is.

Staff Attendance – A separate report was provided and discussed along with the details of issues where staff had reached the trigger point. It was noted that most absences were reviewed as there could be a general underlying issue relating to work in the school.

Q. Could there be an analysis of the absences of the cases below the trigger point?

A. Yes it can be done.

Feasibility Study – There was still no decision from the LA about the site but the indication was that a report would be available in the autumn. Interim works would take place during the summer to make the site changes necessary for the classes in the autumn.

School Development Plans 2018/19 and 2019/20

The documents had been included with the board papers. It was noted that there were still two areas that were marked as amber in the current year plan, however one had now been completed and the second was ongoing and had been carried over to the new plan

Progress Review Report - The board noted that as part of the preparation for the autumn the School Progress Review had been updated to reflect the new OfSTED framework criteria and language. This document had also been circulated to the board.

Q. Is the number of FSM pupils correct?

A. Yes this has been checked. It will however be worth chasing families to see if there are more who could be eligible as it can affect the PP funding.

Action

The school had been awarded the Gold Health Schools Award and were congratulated.

The head teacher and deputy were thanked for their reports.

9. Other Reports

There were no governor monitoring reports for the summer term and the two other reports had been covered under agenda item 8.

10. Items for approval and ratification

Term Dates 2020/2021 – The term and inset dates were approved.

It was noted that the May bank holiday in 2020 had been moved from Monday the 4th May to Friday the 8th May.

School Development Plan 2019/2020 – This was formally approved although it was noted that it might be subject to some changes once the new head teacher was in post.

Financial Reports

The following financial and other reports were submitted and formally approved:

Q4 financial reports – These had presented for signature at Strategy. A more detailed discussion would take place at Resources.

Capital & Revenue Budget 2019/2020 – resources committee papers included an updated budget report and it was noted that some adjustment had been made as a result of pupils remaining at the school longer than anticipated.

The board discussed the current level of funding and reserves and the proposal that identified areas of expenditure on aspects of the premises be deferred until such time as the board received the feasibility report on the site and possible relocation of the school

to a new site. The head teacher indicated that information from the LA was that there was unlikely to be any additional funding as the Council had been requested to plan to reduce its deficit but that the current reserves would only cover anticipated costs for 2 years at which time the school would not have any reserves to cover any in year deficit budgets.

School Gas Contract – The board agreed that once the information was available the Business Manager should contact the members of the Strategy Committee by email to obtain their approval to a new contract. The decision would be ratified at the subsequent committee and reported to the full board.

Action

11. School Policies

No policies were submitted for approval.

12. L A Items

The autumn Octavo training programme had not yet been published

Bespoke Training – This had been discussed earlier and it had been suggested that governor review of progress and appropriate question would be a suitable subject.

Governor Self Evaluation – This was discussed and it was suggested that the document provided by The Key might be useful. The DfE did provide a competency document but this was useful as a guide rather than a method of self-assessment. It was suggested that the school register with The Key as it contained useful information for governors.

SFVS – The clerk reported that the document had been updated for March 2020 but as yet the analysis form was not available.

13. Any Other Business

Committee Membership – Peter Denman was appointed to the Resources Committee.

School Journey – The visit to Woodlarks in Farnham from the 11th to the 13th September 2019 was formally approved.

There was no other business

15. Publication of Minutes

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

16. Dates of Future Meetings

The Governors noted the date of future meetings which will be held at 6.00 p.m.

Summer 2019

Resources – **18 July**

Autumn 2019

Strategy – Tuesday 1st October

A & S Data meeting – Wednesday 2nd October

Resources Monday 14th October

A & S Wednesday 6th November

FGB Wednesday 4th December

Spring 2020

Strategy - Tuesday 14th January

A & S - Wednesday 22nd January

Resources - Tuesday 24th March

FGB - It was requested that the suggested date be changed and the clerk proposed either the 30 or 31st March for the FGB – Board members would be canvased to see if this was appropriate.

Action

Summer

Strategy - Tuesday 28th April

A & S - Wednesday 6th May

Resources - Wednesday 8th July

FGB - Wednesday 15th July

There being no other business the meeting closed at 7.57 p.m.

Date

Chair