

**Minutes of the meeting of St. Giles Governing Body Achievements & Standards
Committee held on Wednesday 23rd January 2019 at 6.00 p.m.**

PRESENT:

Ken Morcombe – Committee Chair, Virginia Marshall - Head Teacher, Paul Thirkettle,
Karen Skeets, Caroline Horgan, Beverly Hayllar

ALSO PRESENT:

Colin Milsom – Clerk

1. Apologies and welcome

There were no apologies.

2. Presentation – Careers, and Work Education

The presentation commenced with a circulation of a draft Work Related Learning Policy. A member of staff undertook the role of leading on careers from Y11 which covered both work experience arrangements and transition. Some of the students could not avail themselves of work experience so for them part of their Y10 studies offered different options which included specific project work which was tailored to their needs and was organised by their class teachers.

The discussions on transition started early and involved the parents and pupils and for some the main option would be engagement in life skills courses.

Where there was transition to a college, then the students and their family would be supported with applications and through interviews if the family wanted this support but not all took up this offered support.

While in mainstream links to employment were expected to take place from Y 8, at the school this commenced from Y7. Many students at the school would experience difficulty in accessing appropriate work placements but could perhaps undertake some community based activity or work.

Committee members were requested to review the draft policy and feedback any comments to the head teacher by the start of the February half term holiday so that the policy could be finalised and approved by the full board.

Q. What year do students start to look for placements?

A. Y9 is when the process actually starts but there can be delays in completing the process as the LA has to agree to any proposed placement.

A governor referred to her own school where part of the work placement involved serving in a school shop, and being involved in food preparation. The particular school had a wide range of ability and more able students could earn credits which could be spent at the school shop.

The chair confirmed that the school was now eligible to make an application to Santander for a grant. In the past this funding had been used to pay for support cover for students who went on work experience and needed suitably qualified personal support.

The head teacher was thanked for her presentation.

3. Membership

There were no changes to the current membership of the committee

4. Pecuniary Interests

There were no declarations of pecuniary interest in relation to any of the agenda items.

5. Minutes

The minutes of the Achievements & Standards Committee meeting held on the 7th November 2018 were agreed as a correct record of the meeting and were signed by the Committee Chair.

6. Matters Arising and referred items

The documents requested at the last meeting had been circulated to committee members.

Saturday Club Contract – The committee was advised that discussions had continued with the LA who had requested that the school continue to run the club for the summer term. The committee agreed to this. The LA was looking at how it could continue to run this from the autumn, and it was noted that one possibility would be for this to be managed as part of the general provision since the LA already supported other similar provision elsewhere in the borough and it could be a joint management arrangement. Given its specialist nature it could not be merged with other provision but could still be under the same management.

Q. If nothing has been finalised by the end of the summer term, will the club close?

A. Yes it will.

Q. Has any action been taken regarding the changes in NHS therapy staffing and the communication issues raised at the last meeting?

A. This has been raised and the HA has accepted that there was a responsibility to improve their communication process but there may still be some issues with regard to home visits where parents may not be aware of the changes until a different member of staff arrives.

Q. Is the internal communication and hand over of information concerning students suitable?

A. Yes this is being carried out as far as work in the school is concerned.

Q. Has the MENCAP club at the school started?

A. Yes it has and at present there is one person registered to attend. The school will circulate more publicity about this.

The chair asked for a copy of the circular as he had some appropriate sources for getting information out to parties who might be interested in being involved and taking part.

There were no other matters arising from the minutes which were not covered by agenda items.

7. Feedback on governor monitoring visits

It was agreed to look at these in conjunction with the identified areas of the SDP and agree on areas and timing.

8. School Development 2018/19

The RAG rated document was circulated to the committee who reviewed the progress in each section within their remit.

2018/19

Target 1 – Staff communication training and use of the framework – Further training was being provided in February and during the current term there would be checks to see that this was being used and embedded into the teaching across the school. Paul Pierce was undertaking Elklan training and would be feeding this back to staff in the summer term.

Independent thinking skills projects had commenced and would continue. This had involved cooking with pupils being given one or two initial pointers and then being prompted to think through a process from equipment, recipe, ingredients, food preparation and consumption. The initial project had worked well and was being reviewed to see how this could be refined further to expand the thinking process for the pupils.

Target 2 – The yoga had proved not only popular but very effective for pupils with limited mobility. Staff were being trained to undertake this so that more active pupils could take part in appropriate PT.

A very recent and unexpected bereavement of a pupil had meant that the school had put its policy into practice and the actual processes had been adapted to meet the specific challenges that had been faced with regard to staff and pupils. It was recognised that each case would be different and there would always be exceptions to the standard framework that had been agreed.

Target 3 – Outcomes for pupils – This term a joint moderation meeting was being held at the school on the 24th January and during the summer term a maths moderation meeting would be held at St Nicholas school. Feedback on the outcome would be provided at the next meeting.

9. School Progress Review

No changes had been made to the document.

10. Health & Safety

It was noted that the timing of the meeting of the Health & Safety committee meetings meant that the minutes were not available for this committee. It was agreed that the H & S committee minutes be submitted to the full board in future and that the A & S committee would deal with any required actions and follow up on any particular issues raised.

Action: Full board agenda CM

11. Safeguarding

Following the completion of the Safeguarding Audit the LA had issued an updated “standard” policy. This had been personalised to meet the needs of the school and a draft issued to board members. A subsequent email contained a wording amendment which had been discussed and agreed with staff. The committee agreed that the amended policy be placed on the web site and that the chair would review the

amended policy. If any further changes were proposed then these would be made to the document which would be presented to the full board at its March meeting for formal approval.

The committee noted that in addition to the recent bereavement a child was currently in hospital receiving treatment and the committee discussed staff visits and educational provision while a child was hospitalised.

Q. What educational support is provided when a child is in hospital?

A. If it is a long term case then this should be managed through the hospital however the school is likely to be consulted given the nature of their educational requirements.

Q. What about staff visits?

A. This will depend on both the medical condition and the views of the family. There are instances when staff will visit pupils in hospital or once they are discharged and at home. It is dependent on individual circumstances.

12. Curriculum Development 2018/2019

Proposed building changes had been discussed at the Strategy meeting and only minor changes were being planned which would have a minimal impact on the delivery of the curriculum. The committee was circulated with a copy of a draft curriculum plan which covered one of the Primary topics. This had been shared with staff as had the more detailed curriculum map and each class would be preparing medium term planning based on these documents. PMLD students would have their own topic range, and for KS4 the work plans would be based on the individual pupil accreditations that were being followed.

Samples of the new draft Ofsted document which would be used from the autumn were given to committee members and based on this, the planning work already being undertaken for the curriculum would fit the new OfSTED framework. One area that the school would need to complete was documentation of the wider offer that was made by the school.

13. Planned Governor Visits 2019

Arising from the discussion of the areas of the SDP assigned to the committee it was agreed that the chair would follow up on assessment during February with the deputy head.

He would also review preparation for school trips which would include the KS4 life skills visits.

The health assured service had been used more frequently and some staff were now being provided with additional supervision support as part of the schools work on managing mental health and well-being. It was agreed that Paul would undertake an impact survey and discuss this with the head teacher.

Paul Thirkettle had undertaken work on writing and he would be following this up through school visits. He was invited to attend a meeting that was taking place on the 24th January at 3.45 which related to this subject.

There were issues with pupils being able to access facilities in the local community and it was agreed that this be looked at after Easter.

The committee would review the list of trips planned for this term and the chair would review trip preparation to ensure that all appropriate risk assessments were being completed.

Beverley Hayllar agreed to look at communications and would link up with Paul Pierce. Training in school was being planned for the inset on the 15th February.

It was suggested that Karen Skeets could look at the impact of yoga on pupil mobility and wellbeing

14. Topics for future meetings

It was confirmed that Inclusion would be the subject for discussion in the summer term.

15. Policy Review

The Safeguarding policy had been discussed earlier in the meeting, and there were no other policies were submitted for approval.

16. Any Other Business

Specialist Report – The committee received a report from Hazel Earl on her work supporting families with housing and associated issues. The committee was concerned at the amount of inappropriate accommodation provided for the pupils and their families and thanked Hazel for her work in trying to address this by arranging for Croydon Housing officers to visit the school and see at first hand the needs of the pupils.

There was no other business.

17. Date of next meeting

It was confirmed that meetings would commence at 6.00 p.m. and the committee noted the following dates for committee meetings in the current academic year:
Summer 8th May 2019

18. 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

The meeting closed at 7.50 p.m.

Date

Chairman

Action Schedule

Health and Safety as a full board agenda item – CM - **Completed**