

**Minutes of the meeting of St. Giles Governing Body
Achievements & Standards Committee held on Monday 13 November 2017 at 18.00hrs**

Part A Minutes

PRESENT:

Ken Morecombe – Committee Chair, Virginia Marshall - Head Teacher, Sue Appleton, Beverly Hayllar, Paul Thirkettle and Caroline Horgan.

ALSO PRESENT:

Sherry Wood – Acting Clerk

APOLOGIES:

Knowshin Kanis

ABSENT:

Isolyn Isaacs

1. Apologies and welcome

Apologies for absence were received and accepted from Knowshin Kanis and Isolyn Isaacs was absent.

2. Membership

Governors noted the membership of the Committee.

3. Pecuniary Interests

There were no declarations of pecuniary interest in relation to any of the agenda items, and all Governors present completed a declaration of interests form as an annual requirement.

4. Minutes

The minutes of the Achievements & Standards Committee meeting held on the 4 October 2017 were agreed as a correct record of the meeting and were signed by the Committee Chair.

5. Matters Arising and referred items

1. Rochford Review – VM confirmed that CH has expressed an interest in participating in the Rochford Review pilot scheme; a review of statutory assessment arrangements for pupils working below the standard of national curriculum tests. It is hoped that CH will be invited to participate in a working party.

2. Health & Safety – VM has drafted a Lockdown Procedure which is currently with Teachers for comment prior to presentation to Governors at the FGB

meeting on 6 December 2017. New double doors from the reception area into the sensory corridor and school hall will be fitted with key access to enter and automatic press button to exit. A system of whistles and bells will be implemented instead of the more costly and complicated PA system.

- 3. Parental Complaint** – VM confirmed that, following a safeguarding meeting with the LA a social worker has been assigned to the case and continues to liaise between parties. The parents are kept informed of discussions.
- 4. Further Education Establishment** – VM stated that discussions are ongoing regarding Post-16 and Post-19 provision to allow pupils to move towards employment. Two students are currently sharing a place at the School pending more suitable provision. VM stated that there is one leaver in July 2018 and the temporary offer of a stop gap will not be offered to this individual as it is important that they move to appropriate provision. VM continues to meet with various educational organisations to discuss partnership working with the LA and Croydon College continues to explore both interim and long-term provision with adapted facilities. SA asked if there are any statutory obligations in relation to education Post-18 and VM stated that there is an obligation to provide education up to age 19 if there is a path to employment or, if appropriate, young people move toward adult social care.
- 5. Saturday Club Policy** – Governors agreed to defer the matter to a future meeting.
- 6. Assessment Report** – CH agreed to circulate the Assessment Report to all Governors.

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

6. Health and Safety

Governors received the minutes of the Health & Safety Committee meeting on 19 September 2017.

VM confirmed that, following a review of the Intimate Care Policy, it was decided that the document required significant amendments and the document was split into Intimate Care, Positive Touch and Medical with cross referencing to relevant policy documents throughout. Governors suggested that the definition of intimate care should be moved to the start of the Intimate Care Policy. CH agreed to review the permissions letters contained within the documents with the aim to reduce 'permissions' to one parental letter. Governors will receive the amended document for approval at the FGB meeting on 6 December 2017.

7. Safeguarding

- 1. Safeguarding Audit** – VM confirmed that the Safeguarding Audit documentation has been received today. SA agreed to complete the documentation prior to ratification by the Full Governing Body on 6 December 2017 and submission to the LA by the deadline on 15 December 2017.

2. **Staff Suitability Forms** – VM urged all Governors who encounter pupils to complete a Staff Suitability Form as an annual requirement.
3. **Safeguarding Referral** – VM confirmed that there has been one joint referral between the School and Nursing regarding parental engagement with services. ‘child in need’ meetings are scheduled and VM agreed to update SA.
4. **NSPCC** – VM presented some NSPCC materials ‘speak out – stay safe’ and Governors agreed that a presentation to children on the content should be combined with e-safety in the spring term.

There were no other safeguarding matters to report.

8. **Pupil Attendance**

VM reported that overall attendance is good with legitimate reasons for absence. CH continues to develop strategies to encourage better attendance which has had a positive effect on two ‘school refusers’.

9. **Stakeholder Surveys**

Governors noted the feedback from the parental questionnaires and VM confirmed that there was a 46% return; a drop on previous years. A number of parents failed to answer questions that they believed were not relevant to them and two parents stated that they would not recommend the School to others. VM stated that some external resource issues were raised and a number of parents queried the level of homework. Governors asked how homework could be improved and VM stated that staff have been asked to consider practical homework examples and an incentive initiative has been established whereby one pupil who regularly completes homework can win a £10 gift voucher each term. KM stated that consistency of homework has improved over time.

Governors noted the feedback from the children’s survey and suggested areas for development including wheelchair football, playtime ideas and strategies for improved use of communication aids.

VM stated that the staff questionnaire has been issued this week and staff are urged to provide details on any questions marked ‘disagree’, particularly if the questionnaire is returned anonymously.

10. **OFSTED Framework**

Governors received the October 2017 update to the Ofsted Inspection Handbook and considered the changes to the inspection framework compared to advice issued at Governor Training. VM agreed to provide hard-copies of the guidance notes for ease of Governor preparation and Governors agreed that VM should ask the School’s Link Advisor to provide bespoke whole Governing Body training in the new year on ‘effective governors’.

11. Whole School Development Plan

1. Governors received a rag rated progress report on the School Development Plan for 2016 / 17 and VM confirmed that an impact report will be provided for Governors at the FGB meeting on 6 December 2017. The following areas were highlighted;
 - Embed new assessment system – develop alternatives to Caspa.
 - Physical development tracking – in place.
 - SRE planning – develop separate SRE assessment to revisit year on year and monitor areas for development. Links with PHSEE target for 2017 / 18.
 - Makaton training for parents and staff – CH recommends review of Communications Policy as an area for development.
 - Outdoor Learning – Early Years provision in place. Horticulture developments and Forest Schools training.
 - EAL Policy in place with speech and language links. VM undertook data analysis on Caspa which highlighted the exceptional progress EAL students made.
 - Occupational Therapy – continue to monitor effectiveness of OT delivery.
 - Transition – process of transition to the School worked well. KM queried transition within School and whether any improvements on the process can be made. VM stated that pupils need to build confidence before engaging with new members of teaching staff and CH stated that teachers are urged to view previous pupil work and raise any queries prior to transition.
 - ASD – improving staff knowledge and understanding of ASD-type behaviours.
 - Vision and Values – embedded into training and are more prominent within School.
 - Leadership Team – working well.

2. Governors noted the areas for development in 2017 / 18 and VM highlighted the following;
 - Data tracking – CH conducting weekly ECHP target setting meetings. KM agreed to attend a meeting for a greater understanding of the ECHP target setting process.
 - PHSEE – baseline assessments have been undertaken and identified SRE area for focus with meaningful planning.
 - SLD curriculum – work underway.
 - Creative Arts – outreach work for platinum arts mark underway

3. The Committee considered Governor monitoring links and agreed the following;

Writing – PT agreed to attend a staff meeting on writing if possible.

PSHE – BH agreed to attend SRE parents forum / workshop.

SL – KM agreed to meet key staff members to liaise on SLD curriculum developments.

12. Outreach Work Update

- Open Morning – received positive feedback and VM agreed to post comments on website.
- VM received one outreach request from a mainstream school and agreed to provide a practitioner.
- LA requested support to undertake an assessment, however, VM declined and recommended the school in question assess learning needs prior to any medical assessment.

13. Topics for future meetings

Governors agreed to report back on Governor monitoring.

14. Policy Review

Intimate Care }
Continence } reported at item six, above.
Positive Touch }

Safeguarding – minor amendments to spelling and the addition of a paragraph at the start of the document outlining the process to follow if concerned. Based on LA model. Governors agreed to recommend that the FGB adopt the document.

Curriculum – Governors requested sight of the PMLD Policy as referenced the Curriculum Policy and VM agreed to circulate. KM suggested inserting the language referred to in Modern Foreign Language. KM queried the omission of KS3 and VM confirmed that the structure of KS3 is the same as primary, however, agreed to amend.

Online Safety – VM agreed to circulate the Online Safety Policy based on the LGFL model document.

15. Any Other Business

1. **Link Advisor Report** – Governors noted the Report from the Link Advisor.

There was no other business.

16. Date of next meeting

Forthcoming meetings to be rescheduled to evening meetings, preferably Monday or Wednesday. KM to liaise with the Clerk.

The meeting closed at 20.00hrs.

Date

Chairman