

**Minutes of the Meeting of the Strategy Committee of St. Giles School Governing Body  
held on Tuesday 15th January 2019 at 6.00 p.m. at the school**

**Present:**

Michael Swadling – Resources (Vice Chair)  
Neal Fraser  
Caroline Horgan – Deputy Head Teacher

Ken Morcombe - A&S  
Virginia Marshall – Head Teacher  
Callton Young – (Chair)

**Also:**

Colin Milsom (Clerk)

**1. Apologies**

The vice chair opened the meeting and took the chair as the chair would be leaving the meeting early.

**2. Declaration of Pecuniary Interest**

There were no declarations regarding changes to current interests and the agenda items for this meeting.

**3. Minutes of the meeting held on the 19<sup>th</sup> April 2018 and matters arising**

The minutes were agreed and were signed as a correct record by the chair. There were no matter arising that had not been completed or were not covered by the agenda.

**4. Urgent Matters**

**Bomb Threats and Evacuation Procedures** – As a result of three hoax calls via the internet at the end of the Spring term 2018 all head teachers had received training but it was confirmed that no practice runs had been held given the nature of the children’s needs, although there was a procedure in place which would be followed in the event of a confirmed incident at the school. At the present time the school did not have a policy to cover this and was seeking a model policy which could be adapted to meet the specific needs of the school.

**Action 1:**CM/VM

**5. Forward look at current delegated Committee issues and priorities for this term:**

**a. Resources Committee – The committee would be dealing with the following issues-**

Premises improvement work and use of current funds – A memo had been received from Alison Farmer which was circulated to committee members. This indicated that as a result of an initial review of the state and suitability of the premises, a feasibility study was being commissioned which was planned to be carried out in April and May 2019 which would review the options available to the council regarding upgrading the current site or relocation to a new building. The committee discussed the implications of this with regard to existing plans to maintain and improve certain areas of the school and its equipment. The initial issue was that if the school was to be relocated, what was the planned, and in fact likely, timescale for this. This would determine what work the board put in place to maintain the existing building and its equipment. The board had already agreed that some educational equipment was reaching the end of its life and could no longer be maintained efficiently and as such

should be replaced however it was agreed that given the feasibility study, and education equipment replacements should be portable so that they could be relocated to a new site if this proved to be the agreed outcome of the LA study. The SLT was requested to update the existing schedule of equipment that would need to be replaced and to identify the replacement items and cost. In addition the school would be receiving privately sourced funds to upgrade the sensory room and a similar exercise should be carried out to ensure that as far as was possible, the money should be used to pay for equipment that could be moved to a new site if necessary.

The committee considered what would be key areas both within a new build and in the access and local environment, and did note that one possibility was that a nursery might be located at a new build. Initial thoughts were that there needed to be very good transport links and vehicle access. The site should be flat and the premises state of the art to meet the needs of the current population as well as the future population. The school should have a proper medical suite and it was suggested that it could be a location for the medical service base if this was agreed with the health authority. It was noted that the medical rooms at the school were already used by the HA for some child assessment work. With regard to the local area, the availability of a good local community and access to shops and other facilities would assist the school in providing pupils with a range of educational opportunities that had diminished locally.

Staffing and staff access would be an issue as around 50 staff currently used private vehicles to get to the school although they did not all park on site, and a lot of the support staff were from the local community. Although some of these might travel to a new location, some would not and so new staff would need to be trained which meant that the timing of the move needed to be clearly identified so that proper staffing arrangements could be made.

Staff members were requested to review the key areas that would need to be addressed as part of the feasibility study and report back to the board.

It was noted that there were major changes at the Council and LA which could have an impact on these plans.

Neal Fraser arrived at the meeting during the discussion of this item.

Use of funds – The current balances were higher than anticipated as a result of the schools fund raising and lettings policy. Although the email cautioned the school not to spend its funds there were already plans to replace equipment and it was agreed that this should continue. This included the whiteboards.

Fencing – The response to the enquiry to the LA had not been very helpful and it was agreed that the request be made more formal in that was there a need for the school to obtain planning and LA permission to install the fencing to protect the classrooms. This would be funded by Harris School and St Giles.

All other areas identified on the agenda for the Resources meeting were agreed. These were:

- Review of Q3 Report and budget/funding pressures
- School budget – unfunded pressures
- Funding Formula – latest information
- Pupil banding update

**b. Assessment & Standards Committee - The committee would deal with the following issues-**

Rochford Report (progress on assessment systems)

OfSTED Issues – There would be a new framework from September 2019 and there was a consultation on the changes currently being carried out.

**c. Items delegated to Committees for consideration this term:**

School Budget 2018/2019 (Resources)

**6. School Development Plan - 2018/19**

This would be covered in detail by the Assessment and Standards Committee with a further update at the full board.

**7. The future of St Giles School and co-operative working**

The committee had already had a very full discussion on the possible feasibility study. The head teacher indicated that new head teachers were in place at Priory and Red Gates and that at the present time there were no further moves regarding acadamisation for the Croydon special schools. The head still worked co-operatively and met on a regular basis.

**8. Headship Appointment Process**

The committee was updated with the planned dates for the appointment. Applications closed on the 28<sup>th</sup> January, with shortlisting on the 30<sup>th</sup> January commencing at 5.00 p.m. Interviews would be taking place on the 4<sup>th</sup> and 5<sup>th</sup> February with a board meeting schedule for the evening of the 5<sup>th</sup> to ratify an appointment.

**9. Any Other Business**

Alternative sources of funding and fundraising – The school was eligible for an application to Santander for a funding bid again.  
Independent Skills – Pupils in secondary had been working on developing independent skills and to date this had produced interesting results, mainly for staff by making them more aware of how frequently they stepped in to support pupils rather than allowing them to work through a problem.

**10. 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.

**11. Dates of future meetings**

All meetings would commence at 6.00 p.m.

**Spring 2019**

Head Teacher Appointment Ratification – **5<sup>th</sup> 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 7.25 p.m.

Agreed and approved by the governors and signed by the chair of the meeting.

Date .....

Chairman .....