

**Minutes of the meeting of the Governors of ST GILES SCHOOL held on Wednesday 4<sup>th</sup>  
December 2019 at 6.00 p.m.**

**Part A Minutes**

**Present:**

|                       |                  |
|-----------------------|------------------|
| Callton Young – Chair | Ken Morcombe     |
| Karen Skeets          | Katherine Lewis  |
| Neal Fraser           | Caroline Horgan  |
| Paul Thirkettle       | Beverley Hayllar |
| Sharon Newton         |                  |

**Also Present:** Colin Milsom – Clerk to the Governors

**Absent:** Michael Swadling – Vice Chair Kathleen Shields, Curlita Campbell, Peter Denman

**1. Apologies and Welcome**

The chair welcomed Sharon Newton who had been elected as the staff governor. All board members at the meeting introduced themselves.

Apologies for absence were received and accepted from Kathleen Shields, Curlita Campbell and Michael Swadling.

**2. Term of office for Chair and Vice Chair and election of Chair**

The current term of office for the chair and vice chair was one academic year and it was agreed that this would continue.

Callton Young was nominated and seconded for the post of Chair. He accepted the nomination. There were no other nominations and Callton Young was elected as Chair of the governing body.

**3. Election of Vice Chair**

Nomination had been sought for the post of vice chair of the governing body. Michael Swadling had been nominated and agreed to stand as Vice Chair. There were no other nominations and Michael Swadling was elected as chair for the academic year.

**4. Declaration of Business and Pecuniary Interests**

There were no declarations for any of the agenda items for the meeting. A form had been completed by some board members but it was noted that Octavo had produced a revised documents and it was agreed that this be sent to all board members for completion by the next meeting.

Action - Clerk

**5. Membership**

**Staff Governor** – Sharon Newton had been elected as the staff governor.

**Parent Governor** - Paul Thirkettle had been re-elected as a parent governor.

There were no other membership changes

**6. Committee Structure, Committee Membership & Committee Terms of Reference**

**Committee Structure** - The current committee structure was Strategy, Resources and Achievement & Standards and there were no proposed changes.

**Board & Committee Terms of Reference** – Minor changes had been proposed to the current document and these appeared in red. The changes were agreed and the chair would sign the revised Terms of Reference.

**Committee Membership** – Sharon Newton expressed an interest in being on the Achievement & Standards Committee given her experience of Health & Safety which was within the brief for the committee and this was agreed. The only other board member not formally attached to a committee was Peter Denman and it was suggested that he might join the Resources Committee but the clerk was requested to find out his preference.

Action - Clerk

There were no other changes to the committee membership but board members noted that the committee meetings were open to all board members. Ken Morcombe raised the point about Pay Appeal Panel membership and it was agreed that when the Resources Committee was considering pay recommendations, only core committee members should be present so that there would be other board members who would be eligible to deal with any pay appeals if they arose. This was agreed.

## **7. Minutes 10<sup>th</sup> July 2019**

The minutes of the meeting held on the 10<sup>th</sup> July 2019 were agreed as a correct record of the meeting and were signed by the Chair.

## **8. Matters arising from the Minutes**

The actions were listed on the agenda and the only outstanding item related to monitoring of the operation of the new transport contract. It was reported that a meeting would be taking place at the school with the borough Transport Manager to discuss the HATS contract as there were still issues arising from the change to a new contract. The school had changed the way in which vehicles used the car park and loading bays for offloading and collection of pupils and all of the coaches should now be using the school car park not stopping in the main road, although it was possible that some of the other borough transport was still dropping or collecting pupils on the main road. There had been several incidents where driver had not followed the agreed procedures when returning pupils to their homes and the most recent being taking the pupil to their previous home address, which resulted on a pupil being on the bus for 2 hours. The school had noted this and it would be one of the issues raised along with some problems with routing. It was understood that the current contract was for 1 year as the aim had been to bring some of the transport back in house, however there could be some slippage on this timescale.

There were no other outstanding issues.

## **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 in advance of the meeting. There were no specific questions on areas of the report and the head teacher highlighted the following key areas.

The structure of the report had been changed to reflect the main areas that would be covered under the new OfSTED framework.

### Quality of Education

**Implementation - - Assessment** A copy of the assessment framework had been discussed in detail at the Achievement & Standards Data meeting and a copy had been attached to the papers for the board meeting. This had received very positive feedback and was being collated into the online assessment system the school would be using.

**Impact** – It was noted that a pupil progress tool was being developed which would be used to link to historical pupil data. There had been moderation against other special schools. A review of the data for the last academic year indicated that the one area where there was a dip in pupil progress was maths and the school had been working to identify possible reasons for this.

**Q. Will some of this data relate to students who have left the school?**

**A.** Yes it will, however the issue may have related to systems such as timetabling as well as curriculum delivery or materials so these do need to be looked at. The maths lead is being released to look at the delivery of the subject in the classes. A similar process of release time for observation has already been carried out for English.

Work on the planning for the spring term had already started and this was being carried out by small teams of staff. There were 3 different pathways designed to meet the differing needs of the pupils covering 6 curriculum areas. The school was in the final stages of appointing staff to the 2 vacant TLR posts.

**Q. How will these observations be carried out?**

**A.** Some staff will have time out of class while other who do not have a teaching commitment on specific days will undertake the work on those days.

**Q. On these occasions will the T A's step up to cover the class teaching?**

**A.** Yes they will but the required curriculum deliver is clearly planned and it will be carried out by TA2 staff. This is part of their existing role. It will not have a detrimental impact on the students learning.

**Q. Has this been seen by the link adviser?**

**A.** Yes she undertook a class learning walk and Ken Morcombe accompanied her as well and 4 4 classes were visited.

**Q. Could the Pupil Premium Report for the web site have the strategy as part of the main header for the report? At the present time it is referred to later in the report?**

**A.** Yes thus can be amended prior to publishing on the web site.

**Q. Would the same strategy apply to all PP students?**

**A.** Yes it would as the aim is to raise their educational standard to that of their peers. Nationally PP students tend to perform less well than non-PP students, however at St. Giles this is not the case, and in fact the data shows that overall they perform as well or better than their peers. The one dip in their performance is again maths which is applied across all students. This shows that the strategies used in class do work for the benefit of the pupils.

### Personal Development

The school had clarified the roles of the school therapists and those employed privately so that there were clear guidelines on their respective roles and responsibilities.

**Q. What has been the impact of the additional part time OT employed by the school?**

**A.** At the present time they are working one day a week and they are identifying the level of need. This will be reviewed and it may be that there will be a case for some additional support for specific activities but this will not be known until the initial assessment has been carried out.

The appointment of a TA to deal with communication would be completed before the end of term. There had been a lot of applicants for the role.

Pupil Transition Arrangements – It appeared that this was now the practice for the admissions section to contact parents about transition but it had not been made clear that there was the option for a student to continue at St Giles.

**Q. Could the school discuss this with parents and make them aware that the aim is to find the most appropriate provision which may be St Giles?**

A. Yes the school will be doing that although there will be some pupils where consideration of alternative provision will be appropriate because of their development. This has always been the case.

It was noted that there had not been any pupil exclusions or reports of racist incidents.

#### Leadership & Management

Performance Management – As a result of the recent pay appeal level descriptors were being reviewed and would be discussed with the LA and the school HR provider. The staff would then be consulted. This would clarify the position and allow for more accurate implementation of the performance management and assessment.

**Q. As it is a standard LA policy would this be a borough wide issue?**

A. Yes it could be which is why the school has contacted Octavo who are the Croydon HR providers. The aim is in fact to provide greater clarity, even if it is only guidance, rather than actually make changes to the Pay Policy.

#### Safeguarding

The school had held information sessions for some guides and drives to make them more aware of the issues families and student faced in preparing pupils for school in the morning as well as clarifying where some behaviour might relate to medical issues.

**Q. While it is very good that the school is providing this, should it not be the role of the borough or transport provider to undertake this staff training?**

A. Yes and they do however students at St Giles may face specific challenges and needs and it is likely that the training provided is too generalised. Some of the transports staff have been undertaking the role for a long time but there may be some new staff as well as temporary ones who are less familiar with pupil needs. It is a matter of raising awareness.

The Early Help Strategy would be sent to governors.

Action – Head Teacher

Health & Safety Report – This had been circulated to the board.

**Q. What is a breakout area?**

A. An additional space attached to a classroom which can be used for a variety of purposes. Primary classes have them but not the secondary.

Site – It was noted that the gate onto the Purley Way playing fields would be reinstated. The LA had taken over responsibility for the installation of the additional fencing at the front of the school.

Parking and offloading issues – The report agreed by members of the board had been sent to the LA for consideration.

It was noted that there would be a meeting on site to discuss the deferred feasibility study in 2020 which would look at the borough wide provision.

#### School Development Plan

The report showed that at the present time the school was on target and there had been detailed discussion at the L & A meeting when the data reports had been presented. There were no questions on the document.

**Link Adviser report** – This was referred to in the report. In addition to the class observations, other areas covered in the visit had been discussion about maths, a review of the content of the school web site, and the SEF which was not the current version. Next time the main area would be looking at the topic themes linked to the curriculum areas

As a result of the points raised it was agreed that the Strategy Committee would consider areas for governor monitoring and reporting. There already existed a template for recording information on visits.

Action - Clerk

The head teacher and deputy were thanked for their reports.

## 11. Committee Reports

Strategy 1<sup>st</sup> October 2019 – The minutes had been circulated and were noted. There were no questions.

Resources 14<sup>th</sup> October 2019 – The minutes had been circulated and there were no questions.

Achievement & Standards 2<sup>nd</sup> October and 6<sup>th</sup> November 2019 - The minutes of the meeting had been circulated to all board members. There were no questions on the minutes. The clerk advised that the 6<sup>th</sup> November were draft minutes and some changes needed to be made. The final minutes would be circulated once these had been made.

Action - Clerk

## 12. Items for approval and ratification

- Teachers Pay – Teachers Pay Cost of Living Increase. This was formally approved. It was noted that the Council was reviewing the non-teaching pay scales and that there would be a recommendation for consideration next term.
- Committee Terms of Reference – These were formally approved.
- Q2 financial reports – These had been considered by the Resources Committee and were formally approved.
- Staffing Structure 2019/2020 – This would be circulated to board members and approved at the Strategy meeting.

Action – Head Teacher

- Residential Trip Accounts – These were formally approved.
- School Fund & Friends Account (audit certificates for noting and signature) – These would be submitted to the next Resources meeting.

Action - Clerk

- Pupil Premium Report 2019 – This had been considered at the Resources Committee. Ken Morcombe recommended minor changes to the wording to clarify the strategy for applying the funding to eligible pupils. Subject to this change the report was formally agreed.
- Sports Premium Reports 2019 – This had been considered at Resources and was formally approved.
- School term dates and inset dates for 2020/2021 – These had been published and were formally approved.
- School Purchase Card Form – The change of authorised user agreed by Resources was formally approved. It was noted that the expenditure report would be made to the next

Resources meeting.

- School Development Plan 2019/2020 – This was formally approved with the amendments made this term.

### **13. School Policies**

The following policies had been considered by committees and circulated to board members and were agreed:

Business Continuity Plan

Fire Safety Plan, Policy, Strategy and Associated Documents

Record Management and Data Retention Policy

Pay Policy – (Changes to Teachers Pay Grades)

Safeguarding Policy & Procedure

There were no other policies submitted for approval.

### **14. Governor Training and Governor Visits**

Bespoke Training – This was discussed and it was agreed to see if training on the new OfSTED framework could be provided on Wednesday 5<sup>th</sup> February 2020 from 6.00 p.m.

Governor Visit Reports – There were no reports to present to the meeting but Ken Morcombe would be completing a report on his visit to the school.

### **15. Any Other Business**

Skills Audit – It was agreed that given the changes on the board, a new skills audit should be carried out and the clerk was requested to send this to board members.

Action - Clerk

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.

#### **Spring 2020**

**Strategy** - Tuesday 14<sup>th</sup> January

**A & S** - Wednesday 22<sup>nd</sup> January

**Resources** - Tuesday 24<sup>th</sup> March

**FGB** - Tuesday 31<sup>st</sup> March

#### **Summer**

**Strategy** - Tuesday 28<sup>th</sup> April

**A & S** - Wednesday 6<sup>th</sup> May

**Resources** - Wednesday 8<sup>th</sup> July

**FGB** - Wednesday 15<sup>th</sup> July

There being no other business the meeting closed at 8.05 p.m.

Date .....

Chair .....