

Present:

Jayne Askew (Staff Governor)
Joan Haines (Chair of LGB)
Antony Morris (Staff Governor) – PART OF (left at 8.30PM)
Steve Perren (Principal)
Kate Shepherd (Parent Governor)
Tracy Wheldon (Vice Chair of LGB)

In Attendance:

Lia Heaton (Clerk)
Dughall McCormick

1. Apologies for absence, consent and declaration of interest

- 1.1 There were no apologies for absence.
- 1.2 There were no declarations of personal or business interest in relation to any item on the agenda.

2. Representation

- 2.1 The Chair welcomed Dughall McCormick to the meeting. DM introduced himself with details of his experience and background. He detailed his Governance experience and role as an educator. He recently visited the school with the view to become a Co-opted Governor. His experience spans Chair of Governor roles at Holmfirth Junior & Infant school and Ashbrow Infant School and as a Governor Board Member at Holmfirth High School and Colne Valley. His professional role is as Schools Learning Partner and a National Leader of Governance with experience in leading Governor training for the Local Authority (LA), external reviews of schools and supporting Government Bodies.

The Chair thanked DM for his interest and attendance.

RESOLVED: That the following matters of representation be noted:

A) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Dughall McCormick	Co-opted	30.01.2018

B) Current Vacancies

1 further vacancy

- 2.2 The Chair officially congratulated the Principal upon his appointment.

3. Notification of items to be brought up under Any Other Business

- 3.1 Safeguarding

4. Minutes of the meeting held on 5th December 2017

The minutes of the meeting were approved and signed by the Chair as a correct account of the meetings proceedings subject to the following amendments:

- 4.1 Page 5 "**TW** was thanked for attending and discussing....." to replace TW with TD.
- 4.2 Page 9 11.9 has a strikethrough to delete.
- 4.3 **RESOLVED:** Governors agreed that the style, content and format of the last of minutes were approved as a template going forward.

5. Matters arising

- 5.1 KS and JH had met with Steve Barnes (Kirklees Safeguarding for Schools and Learning Officer) regarding safeguarding training. This was a very good meeting where lots of information was obtained.
- 5.2 JA's Safeguarding training forwarded to Sally Metcalfe (Safeguarding Lead).
- 5.3 The Scheme of Delegation to ICAT is through the Principal and CEO of ICAT. The Principal confirmed he was reporting to the Board of Directors at the next meeting with a presentation of the school's Vision for the next few years.

Q: Where does the Chair and Governors come into this line of communication?

A: This was currently unclear.

ACTION: KS to seek clarification with the Board of Directors.

- 5.4 All Governors now recording visits in Green Book and linking to the CHIP.
- 5.5 The 'Thrive, Flourish and Wellbeing' training by the Chair had been rescheduled to 6th February 2018 following bad weather. Trish Street (Senior ETA) would also be attending.
- 5.6 Terms of Reference agreed and on the website.
- 5.7 **RESOLVED:** Governors agreed that Dughall McCormick be appointed and that approaches to be made to Jean Parker by the Principal.
- 5.8 **ACTION:** That KS, TW and JH complete Kirklees Safeguarding Children training online. KS to forward the link to TW and JH.

Q: How frequently should this training be completed?

A: Annually. The Principal explained that the staff had annual updates every academic year which the Governors were welcome to attend.

6. Finance

- 6.1 Howard Owen (Finance Manager) was unable to attend the meeting and efficiently sent the December 2017 and January 2018 overview of finances through for this meeting which was appreciated. Howard had been offered the position of Director of Finance at ICAT but had decided to stay on as Finance Manager for the school. This was viewed as great news for the school especially as they had not managed to fill Howard's post from a first round of recruitment.
- 6.2 A summary of the Finance Report was distributed in HO's absence. The budget was positive with a surplus in the first few months of £74k.

Q: Did we not have more than this?

A: Some further money had been 'banked' for the teaching school therefore excluded from this figure.

The Principal noted that there were changes due to the financial process in the Special School's sector (High Needs Review). This has been postponed until mainstream school financial processes were in place. The changes could have massive financial impacts and whilst finances were in a strong position now the school had to anticipate challenges.

Q: When will these changes happen?

A: The Principal had written to the LA to obtain timeframes but these had not yet been confirmed.

The Principal reported that he was in negotiations with Kirklees regarding new students. Currently capacity within school is stretched and some place requests have been declined. In addition to this some students with lower bandings are already receiving one to one staffing without appropriate funding allocation. To ensure places for new students can be allocated and appropriate provision is provided for those already attending a meeting has been arranged with Mandy Cameron (Deputy Assistant Director Learning and Skills – Vulnerable Children and Groups) in February.

Q: Where are these new pupils coming from?

A: They are pupils looking for a school for a variety of reasons including moving to the area and some are currently being educated outside the authority.

The Chair offered the Principal support if required for these meetings. The Governors discussed that it would be difficult to accommodate these pupils due to lack of funding and physical space in the school. Space must not be lost for 'break-outs', specialist rooms, behaviour regulation and therapy as these are all essential for the school. The Principal would be looking to seek some compromises at the meeting. He had hoped a rep may come for a school walk-about to demonstrate the lack of space but it had been difficult to coordinate diaries.

7. Principal's Report

The Principal had circulated a report and attachments to Governors prior to the meeting. An overview included:

7.1 Staff Attendance - Rising slightly

7.2 Student Attendance – running at average for Special Schools

Q: Why do non LAC (Looked After Children) have better attendance statistics?

A: Possibly due to a number of factors including more nights with periods of unsettlement for LAC. The school is making an effort to encourage attendance more with the parents. This is a new focus and attendance is now reported every 4 weeks to SMT.

RESOLVED: It was agreed that this attendance report be shared with Governors.

Q: Is there a policy for non attendance of children and contacting parents to ensure there are no incidents similar to those currently reported in the media?

A: Yes, parents are called when students are not attending. A 'double check' regarding parental contact is made weekly. In addition to this, being a Special School many pupils are collected by special transport. The escort alerts the school if a child has not embarked or if they have a medical appointment. The Governors discussed the advantages and possible disadvantages of this method and its reliability. It was viewed that there may be a potential gap in the process without an additional 'call back' protocol being applied.

RESOLVED: In light of recent events it was agreed to reassess the policy.

ACTION: SP, KS and Sally Metcalfe to meet to discuss.

- 7.3 Pupil Premium – covers mainly the Pupil Premium Coordinator costs and Music Therapy.
- 7.4 Sports Premium – Was being used for a number of projects including covering the Integrated Youth Service lunchtime engagement. This service is no longer available, however an ETA(Educational Teaching Assistant) is now funded to provide lunch time activities.
- 7.5 SEF – The review was completed on 9th November 2017 and amendments and updates were made. Kate Shepherd attended as a representative of the LGB. The SEF is available on the school's website.
- 7.6 Safeguarding – a Case Study had been distributed along with the Principal's Report. The study tracked a student and their families experience from an incident through to support and contact with a variety of agencies to ensure the agenda was constantly addressed.
RESOLVED: It was agreed that a Case Study be tabled at each operational meeting.

Medical issues were a commonality with safeguarding at the school and a further previously distributed attachment showed the Judgement Outcomes for Autumn 2017. This was a new report to identify safeguarding trends and patterns based upon a scoring matrix. It was noted that this is a report in its infancy and focused on quantitative representation rather than qualitative. The narrative behind the stats was from the DSL supervision notes.

Q: Is this a bespoke report?

A: Yes. It was produced in-house in response to a Peer Review so Governors can identify main safeguarding issues.

Q: Is the report derived from CPOMS?

A: In sense, but CPOMS informs supervision meetings and from that the school can look at what may have been missed and combines this with seriousness grading which led to this report.

Q: The stats indicate a lot of incidents over a one week period. Is this considered high?

A: No as medical issues are frequent and on-going.

RESOLVED: Governors agreed this was a useful tool for them over time as patterns emerge and the Principal should continue to present the report.

- 7.7 OFSTED - Staff wellbeing had been addressed through teacher's personal development targets. Motivation feedback sessions also introduced.
- 7.8 CPD update/remuneration – this was not fully completed due to some staff absences but there will be a midterm review for each staff member in Summer 2018.
- 7.9 Staffing update – 2 new teachers due to start after Easter. There are 4 new ETAs. All new staff have been allocated mentors. The video technician had retired and this post would not be filled.
- 7.10 SIP/Peer review report – A Peer Review led by Sally McFarlan took place on 3rd October 2017. Her next visit is scheduled for 14th February 2018. The focus will be a review of the SEF, scrutiny of learning focus, examples of planning, Autumn term progress and safeguarding. It was felt that this critical friend role from Sally was a productive relationship.

Q: Who will be attending this meeting from the Governors?

A: This is not a meeting for Governors although the Principal will feedback to the Board.

Q: If teacher observation judgements are not continued as specified in the report how will the teachers know how they are performing?

A: Feedback and targets are still provided.

Q: Are the teacher observation judgements required by OFSTED?

A: No.

The Governors discussed that the staff were often passionate and knowledgeable but often lacked experience at a Special Needs School. A focus should be made on staff retention including training and mentoring.

Q: Do the teachers feel they have enough training?

A: Yes and plenty of support. This is evidenced in the teachers meeting timetable and the Lesson Study targets. Evidence of training is also supplied in the Principal's report.

Q: How easy has it been to do Peer Training?

A: The school is managing to integrate the knowledge of experienced and less experienced members of staff. There is also good succession planning.

Ali Ley (Director of Teaching School Alliance) with the SLT will be assisting in producing a new termly assessment report on the progress of specific groups of students with specific needs.

ACTION: An update to be provided at the next meeting (SP).

Q: Can Governors have a separate session on this to better understand it?

A: Yes, in March.

Intensive Interaction was discussed.

RESOLVED: It was noted that Catherine Whitlam's training on 'Using Intensive Interaction with students with language' scheduled for 26th January had been cancelled. The new date is to be confirmed.

JA is completing a communication session with teachers on 31st January 2018.

- 7.11 Health and Safety – 4 incidents were reported. As a result of a child slipping on ice in the school car park, text message warnings are now sent out when conditions are icy. It was reported that an incident involving flooding in the kitchen was resolved very quickly and efficiently. A member of staff who had injured a finger when a pupil slammed a door was returning to work on light duties. There are already anti finger trap devices in place on the doors but these can be overridden with force. Staff have been warned to be mindful of doors.

The Principal invited any further questions regarding his report:

Q: Will assessment data analysis continue with the departure of a key member of staff?

A: Yes. There was a collaborative input and other staff members are knowledgeable in the creation of the report. Furthermore, the Job Specification for the vacancy will include this data analysis.

Q: Is a new Deputy being recruited?

A: Yes. There is a deputy salary available. The position will be advertised after half term.

Q: Will the temporary Assisting Head go permanent?

A: This is still temporary post however Primary is expanding and may need another Assistant Head but this vacancy is not confirmed yet.

The Chair thanked the Principal for his report and commentary.

8. Policy Reviews

8.1 Accessibility Plan

RESOLVED: Governors agreed the amendments.

8.2 Appeals Policy (for a pupil against a grade)

RESOLVED : Governors agreed the amendments.

8.3 Display Policy

RESOLVED: Governors agreed the amendments.

8.4 Emergency Evacuation Policy (Silent Evacuation)

RESOLVED: Governors agreed the amendments.

8.5 Medical referrals policy

RESOLVED: Governors agreed the amendments.

8.6 Supporting Students with Medical Needs Policy

RESOLVED: Governors agreed the amendments.

8.7 Home learning policy

RESOLVED: Governors agreed the amendments.

8.8 Hydrotherapy Code of Practice

RESOLVED: Governors agreed the amendments.

8.9 Hydrotherapy Safe Practice in School

RESOLVED: Governors agreed the amendments.

8.10 Normal Operating Procedure (NOP) for the Hydrotherapy Pool

RESOLVED: Governors agreed the amendments.

8.11 Emergency Action Plan for the Hydrotherapy Pool

RESOLVED: Governors agreed the amendments.

Q: There has recently been a large focus on Policies. As Governors are we expected to write these?

A: No. Governors do not write the policies but should suggest amendments and make comments where necessary.

RESOLVED: Governors to share out the policies to look at.

9. Governor Training and Governor Visits

- 9.1 GDP (General Data Protection) Regulations scheduled for 28th March 2018. The Principal explained the importance of this training such as when emailing important documents everyone should follow procedures. Governors agreed and there was the possibility of some Governors receiving this training separately as they were unable to attend the scheduled training.
- 9.2 AM had completed Governor's Induction training.
- 9.3 TW reported that she had revisited the Primary department and felt it was a much more stable environment to her last visit. The atmosphere had improved with happy and calm pupils. This was despite some teacher absences. A new teacher was due to start at Easter and things should keep improving.
- 9.4 **Q: Was there any training for Chairs of Governors not exclusively online?**
A: DM reported that there did used to be a course which was currently mothballed. These are likely to restart and he would update the group with any available training (Chair or Board) including Local Leaders in Governance training.

10. Any Other Business

- 10.1 Safeguarding – Intimate Care Policy
The contents of this policy were discussed in regards to male staff being unable to attend to female pupils in terms of intimate care. The Governors felt that gender fluidity was not accounted for in this policy. Where staff or children did not identify with a particular gender, or were transgender, the policy was outdated and at some point in the near future would need to be addressed.

11. Dates of future meetings and possible agenda items

- 11.1 Tuesday 20 March 2018
11.2 Tuesday 1 May 2018
11.3 Tuesday 10 July 2018

12. Agenda, minutes and related papers – school copy

RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

The meeting closed at 9pm.