

THE GROVE SCHOOL

GOVERNING BOARD MINUTES - SUMMER TERM 2018

A meeting of the Governing Board was held on Thursday, 19 July 2018 at 3.00 p.m. in the School.

Present: Mr. Bob Curry (Chair)
Miss Lee Waugh
Mrs. Penny Derries (Headteacher)
Mr. David Hogg
Mr. Laurence Pearson
Mrs. Lorna Stevenson

Also present: Ms. Julia Hindhaugh, Observer interested in becoming Co-Opted Governor
Mrs. Linda Papaioannou (**Clerk to Governors**)

Prior to the meeting, Governors received a short briefing session on Curriculum Development from Sarah Ferguson, Early Years & KS 1 teacher. Governors welcomed the single A4 page Curriculum and Assessment document showing Personalised Pathways to Learning at The Grove School, including the hyperlinks to the policies and assessment tools behind it. It was further noted that all information was available on the school website. Governors noted the holistic approach to a very individualised and personalised learning programme.

PART 1(Classified non-confidential)

Items discussed under Part 1 of this agenda will not be classified as confidential; consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

REGULAR ITEMS

Action

1. Apologies for Absence

Apologies were received and consent given for the absences of Ms Glynis Gower and Mr. Steven Scott.

2. Membership update

Governors noted the resignation of Mrs. Margaret McIntosh as Parent Governor owing to family reasons and recorded thanks for her service to the school.

There being no other nominations, Governors agreed to the appointment of Mr. Steven Scott as Parent Governor with immediate effect.

Consideration was given to the appointment of a Co-opted Governor. Governors agreed to appoint Ms. Julia Hindhaugh as a Co-Opted Governor as she had good educational experience, along with knowledge and understanding of pupils, as an ex-parent and a former Deputy Head of Prior Park First School, and was now working as Education Officer at Paxton House.

Action: Clerk

3. Annual Declaration of Interests

The Registers of Governor and Staff Interests was circulated for completion by Governors and staff. The register would be updated by all parties and retained in school for audit purposes. Governor details would be published on the school website.

Governors noted that details of their attendance at full and committee meetings were also required to be published. The Head agreed to manage this process.

Action: Head

4. Declaration of Interest in Agenda Items

Governors declared that they had no personal or pecuniary interest in any item on the agenda.

5. Consideration and Adoption of Minutes

Minutes of the following full governing board meeting(s), having been circulated to the Governors, were adopted and signed as a true record:

- 29 March 2018.

6. Action Grid

The following actions that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

- *Headteacher to keep Governors informed of progress regarding 2 particularly challenging young people in school* - The Headteacher reported that the 2 young people had managed to remain in school until the end of the academic year, with no exclusions, owing to the skills and dedicated hard working of the staff. Two alternative school placements had been found to meet the needs of the 2 young people - Harbour Point School at Musselburgh offered a therapeutic based programme for one young girl until 18 years of age, and Talbot House School offered a place to meet the emotional and behavioural needs of a young boy, along with therapies available on site.
- *Bob Curry to make a follow-up Spring Visit to focus on assessment methods and impact on achievement, arising from Speech and Language Developments* - Completed.
- *Headteacher to meet with Director of Education to discuss expansion plans and funding* - Some bespoke packages for apprenticeships are now taking place. One particular young man has been highly praised at Marks & Spencer and will hopefully complete his customer services qualification and internship. Marks & Spencer had been very supportive.

All other such actions were reported on under the relevant agenda item.

7. Other Matters Arising

There were no other matters arising from the previous minutes that were not covered elsewhere on the agenda.

8. Committee Minutes

Governors received the agreed minutes from the following committee meetings:

- Resources Committee, dated 15 May 2018
- Staffing Committee, dated 16 May 2018.

Governors also agreed the agenda items to be considered at the meetings of the Resources Committee and Staffing Committee on 25 and 26 September 2018 respectively.

9. Committee Membership, Delegation & Terms of Reference

Governors considered committee membership, delegations arrangements in respect of the Head Teacher and terms of reference for committees.

It was agreed that no changes were required at this time.

Governors felt the two Committees operated well, meeting half-termly twice per term. A timetable of Committee meetings to be held over the forthcoming year was received,

Governors agreed that Ms, Julia Hindhaugh should join the Staffing Committee in place of Margaret McIntosh.

10. Head Teacher's Report

Governors considered the very comprehensive report from the Head Teacher that had been circulated prior to the meeting. Other information circulated included:

- Governors' Termly Report - Summer Term 2018
- Beech Class Report
- Sycamore Class Report
- Oak Class Report
- Elm Class Report
- Maple/Willow Classes
- Safeguarding Update
- Staff Appraisal Target Summary - May 2018
- School Improvement Plan 2017-18
- Health and Safety Update
- School Improvement Plan 2018-19
- SEF Evaluation Headlines

Items under discussion:

- Results - Assessment information on Data is now available and the Headteacher agreed to share it with Governors early next term.
- External Moderation (page 21 of Headteacher's Summer Term report) - school staff to liaise with Barndale and NCEA special schools - as listed on MAPP, with regard to assessment process.

- Two young people with complex needs have been assisted in moving to alternative school placements.
- Post-School Planning continues to be a frustrating problem. There remains a long waiting time for NCC approvals of funding for a young person to move to another placement. Example given of school having submitted papers for a College placement in March 2018 and still awaiting NCC approval by July. Caused a lot of anxiety and concern - which the Headteacher had raised on numerous occasions.
- On a more positive note, school had now received confirmation for all learners onward placements.
- Staff Appraisals - targets had been set for the next academic year, and all staff had reached their targets for this year. Governors were aware of the qualified teachers' salaries being adjusted accordingly..
- The Headteacher's Performance Management review had been undertaken with the Chair of Governors.
- General Data Protection Regulations (GDPR) - all staff had undertaken appropriate training, The Clerk to the Governors, as Data Protection Officer, had undertaken a GDPR audit. School were compliant and had uploaded all privacy notices to the website.

Governors noted the informative content in the individual class reports.

11. Budget Update

Governors received and considered a written summary of the school's current budget position from the Head Teacher and Mrs. Lorna Stevenson.

The County Council had introduced a new layout for the school's budget position, which had been received very late in the term for staff to comprehend. However, headline figures included a brought forward figure of £48,000 from last year and, having spent £3,000, there remained £45,000 credit as a carry forward predicted for April 2019.

It was noted that the carry forward figure was healthy because there had been like for like similar bands of pupils leaving and entering. Future new starters were anticipated to come in quite high bandings. It was proving challenging to predict the Top-Up income year on year.

It was also noted that two members of staff had retired and one teacher had left to take up another job. School had advertised for new staff and replaced them on a like for like basis.

Governors noted that the operational budget for 2018/2019, along with an indicative budget for 2019/2020 and 2020/2021 had been drawn up and submitted to County by 1 May 2018.

Governors queried any overspending? It was noted that the school were not overspent currently, although a further column had been added to the budget summary position into which comments could be added to provide a narrative about miscodings etc.

12. Governor's Reports

Governors received and considered the report from Glynis Gower, dated 24 April 2018, on the implementation of the new assessment policy.

Governors also received and considered the original report from Glynis Gower, dated 6 May 2016, on the delivery of a consistent approach across school to all areas of assessment.

Governors received and considered the report from Glynis Gower, dated 19 June 2018, giving an update on Safeguarding.

Governors noted that:

- The SIP had agreed to provide a comment about Safeguarding as a new level of monitoring, and
- Glynis Gower remained confident that safeguarding was robust in school.

Governors received and considered the report from Laurence Pearson, dated 4 June 2018, on how the sensory curriculum ensured that those pupils with the most complex needs make progress in their MAPP targets.

Governors also received and considered the report from Bob Curry, dated 9 June **2018** (incorrectly dated 2017), on the development of Speech and Language provision in school.

These visits were noted as being instrumental in moving forward on the school's key priorities within the school's development plan.

13. Serial & Persistent Complainants Policy

Governors noted that a new draft policy, in respect of serial and persistent complainants, had been prepared for consideration by the Governing Board. Governors considered whether such a procedure would be relevant for their school and agreed to look at the detail of the draft policy provided by the Authority to see if it meets the needs of the school and Governing Body.

Governors believed there was no need for such a policy at The Grove School at this time, although reserved the right to re-visit their decision in the future, should ever there be a need. The Complaints Policy was considered adequate and was available on the school website.

14. HR Update

Governors noted HR updates were available on :

- HR Service Level Agreement
- HR CPD Programme for School Leaders
- Social Networking Policy
- Alcohol & Substance Misuse Policy
- Whistleblowing Policy
- Carers in Work Policy

Governors noted the latest update from the HR Service as well as new and revised policies drawn up and agreed by School's Joint Unions on 8 May 2018. It was further noted that the school was not part of the HR SLA and would need to seek advice in these areas from their own provider.

Governors noted the HR external provider platform to access policies.

15. Urgent Business

There was no urgent business.

The Chairman took the opportunity of thanking all Governors for their dedicated time and commitment to the school over the past academic year.

16. Future Meetings

Governors agreed dates of future meetings as follows:

- Autumn Term - Thursday, 6 December 2018
- Spring Term - Thursday, 4 April 2019
- Summer Term - Thursday, 18 July 2019

There being no further business, the meeting closed at 3.50 p.m.

INFORMATION ITEMS - Governors noted items available to the Chairs' and Vice-Chairs' meetings:

Termly Briefing Papers Including:

- **Apprenticeships & Traineeships**
- **Preparing for GDPR**
- **Local Area SEND Inspection**
- **Analysing School Performance & Dashboard**

Chair _____

Date _____