

# Minutes



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## THE LINK SECONDARY LOCAL GOVERNING BODY (LGB) MEETING ON 23RD NOVEMBER 2017 AT 6PM

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<b>Attendees:</b>	Roger Mills (RM)	Interim Chair/Governor
*Absent	Annabel Faulkner (AF)	Governor/Vice Chair
	Maryanne Vernede (MV)	Parent Governor
	William Scott (WS)	Governor
	John Reilly (JR)	Head Teacher
	Amanda Griffiths (AG)	Deputy Head, Associate Member
	Karen Hayward (KH)	Staff Governor
	Sandy Turner (ST)	Governor
	Sameera Saleem (SS)	Parent Governor

<b>Also present:</b>	Sarah Farncombe	Clerk
	Norman McDonald	Schools Business Manager

### Absent:

<b>1. APOLOGIES FOR ABSENCE</b>
None
Governors noted that SS will struggle to attend meetings on Thursday evenings. Governors also noted that the calendar has been set for the year and the next two meetings are on Wednesdays.
<b>2. WELCOME AND INTRODUCTIONS</b>
The Interim Chair of Governors introduced himself and gave Governors a brief summary of his experience as a Trustee with OHCAT and the Greenshaw Learning Trust and his experience in Governance at Carew, Greenshaw High School and Orchard Park Schools. He explained that he is driven by the belief that every child has the right to reach their full potential.
The Governors and Observers then introduced themselves confirming their position and portfolio.
<i>Agenda item 5 was taken next</i>
<b>3. DECLARATIONS OF INTEREST</b>

RM declared an interest in that he is the Chair of the Company which delivers the SIMS (Schools Information Management System) to schools.

Governors who had not already done so were requested to complete the Annual Declaration of Interest Forms. The forms were passed to KH who agreed to forward them to OHCAT for filing.

#### **4. SKILLS AUDIT ANALYSIS**

Governors present who had not completed the Skills Audit did so and the forms were passed to KH who agreed to forward them to OHCAT for filing.

#### **5. CONSTITUTION AND APPOINTMENTS**

The Clerk conducted the elections for the appointment of the Chair and Vice Chair until the following academic year.

**RESOLUTION:** Governors unanimously voted to approve the appointment of Roger Mills as the Chair and Annabelle Faulkner as Vice Chair for one year.

#### **6. MINUTES OF THE LAST MEETING**

The minutes of the meeting were approved as being an accurate record (subject to noting John Reilly had been incorrectly recorded as being absent). A copy of the minutes was signed by the Chair for filing.

Governors expressed their concern that the previous meeting had felt more like a handover meeting and had not addressed issues such as the acknowledgement of the work of the Governors/Trustees who were resigning.

**ACTION POINT:** The Chair will write to Governors who resigned and extend thanks for their contribution

#### **7. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

None

#### **8. a) HEADTEACHER'S REPORT**

Governors were talked through the Head Teacher's report which had been circulated in advance of the meeting and questions were taken along the way.

Governors questions and points arising from discussion included:

- The impact of a programme of reintegration (with the support of the family and staff) has resulted in a significant improvement in the attendance of the child in Yr 9 who had been causing concern. Work is being sent home when the child is not in school.
- The physical interventions referred to on page 2 relate to separate incidents involving the same child (mostly at the start of term). Interventions have had an impact and the number of incidents is reducing

- The Head Teacher has conducted a comprehensive review of safeguarding procedures and policies. OHCAT will also be conducting an audit. An action plan will be delivered at the next meeting
- Safeguarding: Some improvements have been made to the procedures around signing visitors in. They include giving visitors a Safeguarding Guide and the use of colour coded lanyards to differentiate between those who have been DBS checked and those who have not.
- Teaching and Learning: Information supplemental to the HT report was circulated in advance of the meeting
- The School is fully staffed – wherever possible agency staff are not used for reasons of consistency. There are two long term agency teachers for maths and science. Routine cover is covered internally.
- The timetable has been subject to a comprehensive review and cover is now more balanced and appropriate
- Feedback from parents is sought at every opportunity
- Performance management procedures have been introduced. Staff are assessed termly against set criteria and there will be an annual appraisal (which will be supported by evidence)
- Governors were talked through the summary of Teaching and Learning supporting evidence. It was noted grade 1a is the best and the lowest is 4c. Currently a value of 7 or less will result in a member of staff embarking on a support package. By the summer the target will increase to 8 and then up to 9. The procedures will have a demonstrable impact on progress. There is considerable data supporting the summary document
- The Vice Chair has undertaken a monitoring visit and sat in on a SLT meeting
- Feedback from the SIP (School Improvement Partner) has been positive
- The School Council has been relaunched
- In time the SDP (School Development Plan) will be a 1, 3 and 5 year plan and be less reactive
- Senior Leaders are being developed
- The feedback from the SLT review was candid. A considerable amount has been achieved in 10 weeks.
- Senior colleagues have been very supportive of the Head Teacher
- There have been no complaints so far. Feedback from the open day was good

## **9. GOVERNOR VISITS, DEVELOPMENT AND TRAINING**

### **Portfolio Management**

Governors were agreed that following the OHCAT conference they were comfortable with the allocation of the Portfolios.

**ACTION POINT:** Schedule of Portfolio allocations to be circulated (Chair/Clerk)

### **Governor Visit reports**

AF reported she had a useful visit and lengthy discussion with the HT.

Governors are required to complete the Monitoring Reports which will be good evidence for Ofsted.

### **Other Governor visits**

To record Governor attendance on visits other than formal Monitoring visits the HT will arrange for a Governor signing in book.

**ACTION POINT:** Governor signing in book to be set up by the HT (Chair/KH)

### **Governor training and development**

No reports

## **10. FINANCE AND FUNDING** (agenda item taken after HT report)

The School Business Manager talked Governors through the Finance Report which had been circulated in advance of the meeting and explained the format. Points of particular note and raised in discussion included:

- The report is produced monthly and discussed with the Head Teacher
- Staffing costs account for 85% of income
- The risk register highlights the risks to the budget
- There will be in in year deficit due to the student number
- The data covers only two months so is of limited value
- The LA pay for pupils on roll and the Government contribution is based on the PAN (Published Admission Number)
- The staffing budget shows an underspend but will change as staffing settles down
- The notes explain the variances
- There are reserves of £900k
- This year will be a challenge with reduced student numbers
- The next step is to go through SLA (Service Level Agreements)

*Governors asked about the cost of agency staff and were advised that there are pros and cons – it gives flexibility and opportunity to assess potential.*

*The deficit will come out of reserves.*

*Governors asked about recruiting new students and were advised there were two potential applicants.*

*Governors confirmed that they found the format of the report accessible and will enable them to present challenge.*

## **11. PAY COMMITTEE RECOMMENDATIONS**

Governors received a verbal update on the meeting of the Pay Committee which had met in October. They were advised that it had been a difficult process this year as generally the appraisal process relied on an assessment of whether targets had been successfully met. As the process had not been applied as consistently as it might have been over the last year it had been important to find a way of being fair and transparent to everyone. Having scrutinised the recommendations and the rationale behind them the panel were satisfied they were fair and they were approved.

Governors were pleased to hear the appraisal system will be more robust this year.

## 12. POLICIES AND PROCEDURES

Governors noted the policies approved by the OHC&AT Board namely:

NAME	TYPE	STATUS
Admissions Policy	Core	Review
Child Protection Safeguarding Policy	Core	Review
Child Protection Safeguarding Procedure	Core	Review
Complaints Policy and Procedure	Core	Review (unscheduled)
Equality and Diversity Policy	Core	Review
Health and Safety Policy	Core	Review
Pay Policy	Core	Review
Recruitment and Selection Policy and Procedure	Core	Review (unscheduled)
SEND Policy	Core	Review
Staff Code of Conduct	Core	Review (unscheduled)
Anti-Radicalisation Policy	Additional	Review
Gifts and Hospitality Policy	Additional	New
IT Acceptable Use Policy	Additional	Review (unscheduled)
Safeguarding Supervision Policy	Additional	Review

## 13. ANY OTHER BUSINESS

Governors were advised that the HT will be meeting with the LA as part of the consultation on the review into SEND provision.

## 14. DATES OF NEXT MEETINGS

Tuesday the 27<sup>th</sup> February 2018 at 6pm  
 Wednesday the 13<sup>th</sup> June 2018 at 6pm

## 15. CONFIDENTIALITY 7.03

At 7.03 the Staff Governor, Deputy Head and SBM were released from the meeting so that a confidential item could be considered.

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Closing Time of Meeting: 7.30pm

Chair's Signature ..... Date .....