



**MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING (SCHOOL BASED AGENDA)**  
**TUESDAY 16<sup>TH</sup> MAY 2019 – 9.30am**

**IN ATTENDANCE**

Shaun Jukes (Headteacher)  
Dorothy Jones (Chair)  
Simon Chester  
Laura Jolliffe  
Ian Fazackerley  
Maureen Rothwell

**Paul Main, Gail Beaton, Sally Collins and Sharon Woolley sent apologies for absence.**

**Rosemary Hurley, Head of KS3, was asked to join the meeting so that Governors could say Thank you to Rosemary for time and contribution to the school and 'sad farewells' as she is retiring after 37 years teaching in schools, 27 years in special needs education. There will a farewell presentation to Rosemary at school on Thursday, all governors are welcome.**

**1. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

1.1 Minutes approved and no matters arising.

**2. INTERIM DISCUSSION RE: HEADTEACHER'S APPRAISAL TARGETS**

2.1 THE HEADTEACHER showed the Governors the Headteacher's Interim Report – July 2019 on his appraisal targets. The only area that is not on schedule is the SEND Review which will now be completed Autumn 2019.

2.2 DJ queried to what extent parents feed into the review. THE HEADTEACHER explained that they do not. It is an audit tool for SLT, middle management. It is an internal document for school use to see where improvement is needed. Parental engagement is in the SIP as discussed at previous Governors meeting as a separate item.

2.3 DJ asked are there any major developments/adjustments being made. THE HEADTEACHER explained that the FE curriculum is modifying its structure slightly, details will be in the new Staff Handbook which will be distributed at the beginning of the new Autumn term. Debbie Rickard, Deputy Head, will be responsible for implementing/monitoring of the curriculum. She will be working on curriculum statements and **when complete will be asked to share with Governors.**

2.4 IF said that in mainstream school outcomes and progression of students are measured using data, and there is a comparative measure for our students in school about subject based progression but what about the aspects that are not easily measured that we see as anecdotal and what about destination and progression? THE HEADTEACHER informed Governors about Impact Statements which will be used to try and capture this to help

- follow a student's journey, and evidence through documentation. LJ asked how will this be done for each student? THE HEADTEACHER – staff will record on a pro forma (Impact Statement) as required from September 2019. LJ – will that be filtered to parents? It will inform reporting and reviews and be a summary of information for inspection/transition.
- 2.5 MR asked will there be an option for parents to be involved in this, i.e. statements at home – THE HEADTEACHER responded this could be a possibility in the future.
- 2.6 DJ said that each year Head teacher appraisal objectives need to be reset by December, she asked Governors to address and include in the October Agenda so that Governors have a chance to consider this before the December – Will Gale to assist in setting HT objectives.
- 2.7 Ofsted framework discussed, what do Governors want from this in terms of giving opportunity to be knowledgeable about the school?  
**Responses included: invite to meetings/training regarding framework; any information to be passed on to Governors; sharing information; any updates to be specific item on Agenda.**
- 2.8 DJ – some Governors are accessing training, whilst others are not. Can there be a session for all Governors together?
- 2.9 DJ – also concerned re Governors not attending meetings, IF mentioned possibility of meetings on an evening.
- 2.10 THE HEADTEACHER – to offer 2 sessions day/evening on new framework, what does it mean for school? DJ – can Governors come to the staff meeting at the beginning of the new Autumn term? – THE HEADTEACHER agreed.**
- 2.11 DJ handed out strategic features of Governance paper. **(Appendix 1)**
- 2.12 THE HEADTEACHER – Parental engagement – showed SIP Action Plan 2019/20 development to have a 'Parent Council' similar to School Council; ideas discussed regarding a committee to meet half-termly/termly to share information, discuss ideas, etc. LJ –in agreement as parental feedback regarding specific remits would be beneficial to both parents and school. It should have a clear agenda/parent lead/staff representative. Feed through to Governors/SLT. **Governors agreed to this. THE HEADTEACHER to implement September 2019.**
- 2.13 DJ asked can there be a SIP item box on Governors' Visit to school feedback form to ascertain which SIP area may link to a visit. – **THE HEADTEACHER agreed to implement this.**

### **3. GOVERNING BODY SELF-EVALUATION DISCUSSION**

- 3.1 The Headteacher handed out a Special School Service Guarantee Summary Report 2018-19 from Will Gale **(Appendix 2). For Governors to read.**
- 3.2 DJ asked about ideas to support Governor self-evaluation. THE HEADTEACHER suggested feedback from training events needed from Governors, bullet points to cascade information to others.
- 3.3 DJ asked Simon Chester if he would take on the role on updating Governors on new procedures, any new points/useful information as it becomes available and sharing information. SC agreed to this.
- 3.4 LJ asked for one-to-one with DJ, shadowing her in her duties of Governor to access the knowledge base of the school.
- 3.5 IF – consistency of Governors attending meetings concerning, Chair to contact re attendance if apologies not sent.
- 3.6 DJ – suggested this be reviewed at this meeting each year.

**4. SUMMER HOLIDAY PREMISES WORK**

THE HEADTEACHER explained the impact to full-time staff of the work to the premises during school holidays. He shared the schedule of the Summer Holiday work schedule 2019. Highlighting that full-time staff are still required in school but also need to take fit their holidays in. This will be reported on further in the Autumn term.

**5. SCHOOLS' FORUM**

THE HEADTEACHER informed Governors of his new role, Chair of the Schools' Forum, previously has undertaken role of Higher Need group Chair. Impact of this will be additional time away from school to attend meetings, DR/BB roles have been built to take account of this. It is the first-time the Chair has been chosen from a SEND school.

**6. VISIT DATES FOR GOVERNORS**

The Headteacher has already sent out the dates for visits for the new academic year. SC and DJ planned Health and Safety walk around school for February 2020.

**7. FEEDBACK FROM ANY TRAINING/EVENTS**

7.1 The Headteacher handed out the speech from Amanda Spielman at National Governance Association (**Appendix 3**)

7.2 The Headteacher handed out '7 Minute Briefing -Mental Health (**Appendix 4**)

7.3 DJ/SJ gave feedback from Governors' Meeting (LASGA) by Dr Sally Richardson, Head of Inclusion Service on 'Emotional Health and Well-being'. Meetings are run by LASGA and held at Tickled Trout Hotel, information and booking via the Portal.

7.4 DJ gave feedback on the Governors' Workshop held in school re 'Effectiveness' presentation by Neil Yates.

**8. INVITE TO STAFF LEAVERS' PRESENTATION**

There will be an 'Afternoon tea and Cake' for all staff leavers on Thursday 18<sup>th</sup> July 1.45pm to 3.00pm. All Governors are welcome.

**9. ANY OTHER BUSINESS**

9.1 The Headteacher invited Governors to attend the staff meeting on Tuesday 3<sup>rd</sup> September 9.00am. (INSET DAY) All school updates/changes to be discussed. **The Headteacher to send out details to Governors electronically.**

9.2 The Headteacher advised of new teachers/teaching assistants; new staff and structures.

9.3 The Headteacher handed out a copy of the latest Newsletter. (**Appendix 5**) DJ asked could 'Hello to All New Parents from the Governors' be included in the next issue. LJ asked could a generic email address be set up and included on Newsletter for parents to contact Governors regarding any issues.

9.4 The Headteacher advised that Dave Bennion (Vice Chair of Governors) has resigned and this has been accepted with immediate effect and will be duly noted by LCC in next meeting. **LCC Governor Services to be contacted regarding the vacancy for Co-opted Governor.** DJ discussed what does the school need in a Governor – IT/Finance are key areas and previous experience.

## **10. TOUR OF SCHOOL**

The Headteacher gave an opportunity for new and current members of the Governing Body to have a Tour of the School.

**DATE OF NEXT MEETING – Autumn Term dates handed out and will be with last LCC minutes**

### **Appendices**

Appendix 1 – Effective Governance Key Features

Appendix 2 – Special School Service Guarantee Summary Report 2018-2019

Appendix 3 – Amanda Spielman at National Governance Association

Appendix 4 – 7 Minute Briefing – Mental Health

Appendix 5 – Newsletter